

RFP7434 Student Transportation System



**Des Moines Public Schools
Request for Proposal
RFP7434**

NOTICE

Des Moines Public Schools will receive sealed proposals for a Student Transportation System until 3:00 p.m. on 05/31/2016. Proposals will be received by the District's purchasing agent at his office: 1915 Prospect Road, Suite 1200 Des Moines, Iowa 50310.

Proposers are requested to submit a signed original as well as an electronic copy (preferably in a PDF format). Inquiries regarding interpretation of this request and other questions shall be addressed to Mark Mattiussi via email: mark.mattiussi@dmschools.org

Calendar of Events*

Issuance date	04/11/16
Inquiries deadline	05/06/16
Due date	05/31/16
Administrative review complete	06/30/16
Board approval	07/12/16
Award notification	07/13/16
Project kickoff	07/18/16
Substantial work completed	10/15/17
Project complete/system fully operational	02/01/18

*Project timeline dates may change as events dictate.

For a complete set of documents please visit our website:

<http://www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/open-proposals/>

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I. PURPOSE

In order to ensure the selection of a qualified provider of a student transportation system the District is seeking proposals for the quality delivery of products and services as specified in the System Requirements. It is the District's intent to select a provider and enter into negotiations with the selected provider, which will maximize the District's ability to achieve the best possible solution at the lowest possible costs.

II. BACKGROUND

The Des Moines Public School District (District) is the largest school district in Iowa and is located in Des Moines, Iowa, the capital city of the state. Geographically, the school district comprises 86 square miles of urban, suburban, and rural communities. It encompasses all or part of the following municipalities: Des Moines, Pleasant Hill, and Windsor Heights. The district is seeking a map with the most accurate data for Polk, Warren, Dallas, Story, Boone, Madison, and Jasper counties. The district transports students for various programs from outside our district as well. It provides school transportation for approximately 8,000 yellow bus students to and from school each day on approximately 101 buses. It is also responsible for scheduling 2,500 DART (Des Moines Area Regional Transportation) Middle and High School students. The district also transport 956 special education home stop students. The district employees approximately 5,000 teachers and staff, and has over sixty nine sites which house the educational programs and administration offices. The District's current student enrollment is 32,582 ranging in age from 3 to 21 years in age, demographics for this enrollment are: White 42%, Hispanic 25%, African American 18.3%, Mixed Race 6.4%, Asian 7.7%, Native American 0.5%, and Pacific Islander 0.1%. The District calculates that 74.8% of their students receive free and reduced meals and that 20.6% of the students are English Language Learners while 15.1% of the student population is in Special Education programs. The District has 38 elementary, 10 middle, 5 high schools as well as 10 special schools, which includes 10 International baccalaureate world schools, 5 turnaround art schools, 1 Montessori school, an advance placement and IB Diploma school and a Career and Technical institute. The district has a ninety minute (90 mins) early dismissal every Wednesday throughout the school year. In order to improve the capabilities of its current system (Edulog Routing ^{circa 1991}) the district is seeking a comprehensive transportation system as described in this request.

III. GENERAL TERMS AND CONDITIONS

A. General

- 1) Proposers shall make all investigations necessary to thoroughly inform themselves regarding the delivery of services as required by the solicitation. No plea of ignorance by the Proposer of conditions that exist or that may hereafter exist as a result of failure to fulfill the requirements of the contract documents will be accepted as the basis for varying from the requirements of the District or the compensation to the Proposer. All information regarding this RFP will be posted on the District website @: www.dmschools.org/departments/operations/purchasing-central-stores/purchasing/open-proposals/
- 2.) The terms and conditions of the Request for Proposal, the resulting contract(s) or activities based upon this Request for Proposal shall be construed in accordance with the laws of Polk County, Iowa. Wherever differences exist between Federal and State statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interests of the District.

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A. General

- 3.) Proposers are required to state exactly what they intend to furnish to the District via this solicitation and must indicate any variances to the terms, conditions or required services, of this submission; no matter how slight. (See VII. EXCEPTIONS)
- 4.) Proposers are advised that the District endorses the participation and utilization of local contractors in its purchasing effort. Accordingly, proposals of equal price and quality will be awarded to Proposer residing within the geographic area when available. This policy does not prohibit Proposers who reside outside of the area from participating in the purchasing process as long as these Proposers can offer services at competitive pricing.

B. Clarification and Modifications

- 1.) Where there appears to be variances or conflicts between the General Terms and Conditions and the System Requirements outlined in this solicitation, the System Requirements shall prevail. General Terms and Conditions can be found @ <http://www.dmschools.org/wp-content/uploads/2015/08/General-Terms-n-Conditions-New.pdf>
- 2.) If any Proposer contemplating submitting a solution under this solicitation is in doubt as to the true meaning of the requirements, the Proposer must submit a written request for clarification to the District's Purchasing Agent by the date designated by the Calendar of Events by email @: mark.mattiussi@dmschools.org.
- 3.) The Purchasing Agent for the District will work with the authorized agent of the District to respond to all inquiries and will render an official interpretation of the question in writing. The District shall not be responsible for verbal interpretations offered by employees of the District who are not agents of the District's Purchasing Department. A list of all inquiries and responses will be posted online.
- 4.) The District shall issue a written addendum if substantial changes, which impact the technical submission of proposals, are required. A copy of the addenda will be posted online at our website: www.dmschools.org. The Proposer shall certify its acknowledgement of the addendum by signing the addendum and returning it with their proposal. In the event of a conflict with the original contract documents and the addenda, the addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.

C. Pricing

- 1.) If the Proposer is awarded a contract under this solicitation, the prices proposed shall remain fixed and firm during the term of the solicitation review and any subsequent contract; provided, however, that the Proposer may offer incentive discounts from this fixed price to the District at any time during the contractual term.
- 2.) Proposers will neither include Federal, State nor applicable local excise or sales taxes in submission prices, as the District is exempt from payment of such taxes. An exemption certificate will be provided where applicable upon request.

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C. Pricing

- 3.) The Proposer, by affixing its signature to this Proposal, certifies that its submission is made without previous understanding, agreement, or connection either with any persons, firms or corporations offering a proposal for the same services, or with the District. The Proposer also certifies their submission is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

D. Preparation and Submission

- 1.) This document is a Request for Proposal (RFP). It differs from a Request for Bid in that the District is seeking a solution as described herein, not a bid meeting firm specifications for the lowest price. As defined by the American Bar Association Model Procurement Code, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the service, of which quality, references, and availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a Proposer's approach meets the desired requirements and needs of the District.
- 2.) The submission must be typed or legibly printed in ink, on the Form of Proposal supplied; use of pencil or erasable ink is not permitted. The authorized agent of the Proposer must initial all corrections made by the Proposer in ink.
- 3.) Submissions must contain the signature of an authorized agent of the Proposer. If the Proposer's authorized agent fails to sign the submission, it shall be considered a non-responsive offer and shall not be considered.
- 4.) Proposals should be as thorough and detailed as possible so that DMPS may properly evaluate the Proposer's capabilities to provide the required products and services.
- 5.) Unit prices shall be provided by the Proposer on their submission. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 6.) The Proposer must include all information and supplemental documentation required in conjunction with this submission. If the Proposer fails to supply any required information or documents, its submission shall be considered non-responsive and shall not be considered
- 7.) The accuracy of the submission is the sole responsibility of the Proposer. Proposer will not be allowed to make changes to their submission after the date and time of the opening due to error by the Proposer.
- 8.) Information packages should not contain promotional or display materials unless specifically required in the System Requirements section. Informational packages must address the requirements as explained to aid the evaluation. All questions posed by the RFP must be answered clearly and concisely.

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D. Preparation and Submission

- 9.) This solicitation does not commit the District to pay any cost incurred by the Proposer or any other party in preparation and / or submission of proposals or in making necessary studies or designs for the preparation thereof, nor is the District obligated to procure or contract for such product and services.
- 10.) The District reserves the right to waive any and all informalities in information packages if such waiver does not substantially change the offer or provide a competitive advantage to any Proposer.
- 11.) To facilitate the evaluation of the proposal, Proposer is to number all pages of its proposal and provide tabs as indicated below.
 - a. **Tab # 1 Services:** Address all areas detailed in the System Requirements
 - b. **Tab # 2 Qualification:** Complete the vendor qualification and address System Requirements
 - c. **Tab # 3 References:** Provide references as requested
 - d. **Tab # 4 Exceptions/Alternatives:** Detail any exception with this request.
 - e. **Tab # 5 Form of Proposal:** Complete and sign the Form of Proposal.

E. Conflicts of Interest

- 1.) It shall be understood and agreed that your submission is offered independently of any other proposal.
- 2.) In the event that an independent contractor or firm in conjunction with the District developed this RFP, neither this contractor, nor its principals or subsidiaries, shall be allowed to submit a proposal for this solicitation.
- 3.) In the event that this proposal request requires consulting services which may ultimately lead to the purchase of other products or services in the future, neither the selected consultant, nor its principals or subsidiaries, will be allowed to participate in the acquisition of these specific goods and services in the future
- 4.) Chapter 722 of the Code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person serving in a public capacity including a school district employee with intent to influence that employee's acts, opinions, judgment or exercise indiscretion with respect to the employee's duties. Section 68B.22 governs the solicitation and acceptance of gifts by public officials.

F. Modifications or Withdrawals of Proposal

- 1.) Proposals may only be modified in the form of a written notice on company letterhead and must be received prior to the time and date set for the opening. Each modification submitted to the District's Purchasing Office must have the Proposer's name and return address and the applicable proposal number and title clearly marked on the face of the envelope.

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F. Modifications or Withdrawals of Proposal

- 2.) If more than one modification is submitted, the modification bearing the latest date of receipt by the District's Purchasing Department will be considered the valid modification. All requests for modifications must be signed by a duly authorized agent of the submitting company.
- 3.) Proposals may be withdrawn prior to the time and date set for the solicitation opening. Such requests must be made in writing on company letterhead and signed by a duly authorized agent of the submitting company.

G. Evaluation of the Proposal

- 1.) The District reserves the right to reject any and/or all proposals or parts thereof, to waive informalities or irregularities in the information packages, and to enter into such contract or contracts as shall be deemed in the *best interests of the District*.
- 2.) The District retains the sole right to develop and utilize the evaluation methodology and scoring system to grade this proposal.
- 3.) The District reserves the right to reject proposals or parts thereof for the following reasons:
 - a. The Proposer misstates or conceals any material fact in their submission.
 - b. The Proposer's submission does not strictly conform to the law or requirements of the RFP.
 - c. The proposal does not include documents including, but not limited to, certificates, licenses, information or specification sheets, bonds, and/or samples, which are required for submission with the proposal in conjunction with the General Terms and Condition or System Requirements.
 - d. The submission has not been properly executed by signature of an authorized representative of the Proposer.
- 4.) A proposal may not be accepted from, nor any contract be awarded to, any person or firm which is in arrears to the District upon any debt or contract or which is a defaulter as surety or otherwise upon any obligation to the District.
- 5.) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has failed to perform faithfully any previous contract with the District, local, state or federal governmental agency for a minimum period of one (1) year after the previous contract, was terminated for cause.
- 6.) A proposal may be rejected if the Proposer is currently under suspension or debarment by any local, state or federal government, and if the Proposer cannot so certify, then it shall submit along with their submission a written explanation of why it cannot make such certification.
- 7.) A proposal may not be accepted from, nor any contract awarded to, any person or firm, which has pending litigation against the District on the date and time that the request opens.
- 8.) The award will be made to a Proposer that best meets the needs of the District based upon the evaluation criteria. The District is not required to award the lowest cost proposal.

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G. Evaluation of the Proposal

- 9.) The District reserves the right to:
 - a. Reject any and all proposals submitted.
 - b. Re-advertise this solicitation
 - c. Postpone or cancel the process for this solicitation
 - d. Determine the criteria and process whereby proposals are evaluated and awarded.

H. Selection Process

- 1.) Preliminary evaluations will be performed by the District's Purchasing personnel to determine if all of the mandatory requirements have been addressed. Proposers must be able to demonstrate their ability to perform the required services by answering all the questions and as well as by completing the Company Qualification Statement (Section V). Failure to satisfactorily comply with these mandatory requirements may result in their submission being rejected.
- 2.) As mentioned in **Section G Evaluation of the Proposal**, the District will develop an evaluation and scoring matrix to be used by selected District personnel to review and grade each proposal.
- 3.) Upon completion of the grading process, the committee will select the top five (this number may be less depending upon the responses and the committee's grading) proposals at which time questionnaires and interviews will be conducted
- 4.) The District will make every attempt to work with the selected Proposers to schedule a date and time for each interview agreeable to the Proposer.
- 5.) Failure to accept the District's invitation for an interview may be grounds to reject the Proposer's submission.
- 6.) The interview maybe be conducted electronically or in person at the discretion of the Proposer.
- 7.) At the conclusion of the interviewing process the committee will narrow the field to two finalist who may be asked to present a full demonstration of their system (onsite or electronically) preferably in a K-12 environment.

I. Award of Contract

- 1.) **Contract:** This acceptance of a proposal is predicated on the total dollar amount to complete the project and the District's ability to secure adequate funding. In the event adequate funding is not available the District will not award a contract. If funding is available the Board of Directors for the District shall award a contract to the successful Proposer.
- 2.) The District intends to award this request by 7/12/2016. The District retains the sole right to select the successful Proposer it deems is in its own best interest.

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I. Award of Contract

- 3.) At the conclusion of the process the successful Proposer will be asked to enter into final negotiations and execute a contract as detailed in Exhibit D.
- 4.) The General Terms and Conditions, The System Requirements, the Proposer's submission, written letters, addenda and the corresponding purchase order are collectively an integral part of the contract between the District and the successful Proposer. The successful Proposer will be asked to enter into a contract with the District after the Board's approval which would conclude this process.
- 5.) The District shall select the Proposer which, in its opinion, has present the best response, (*not necessarily the lowest cost provider*) and shall award the contract to that Proposer, which is deemed in the best interest of the District. (See System Requirements for more details)

6.) *Insurance Requirements:*

Successful Proposer shall submit to the District certificates of insurance, prior to beginning work under this contract and no later than ten (10) days after award of the contract. All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Iowa, and acceptable to the District, with an A.M. Best rating of B+ or greater and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the District.

The District also requires the Additional Insured, Governmental Immunities and Cancellation and Material Change Endorsement (See Exhibit B below). The Aggregate per Location Endorsement required on commercial general liability insurance may be a standard Insurance Service Office form acceptable to the District. The certificates of insurance shall list the Des Moines Public Schools as the additional insured for the specified project as outlined in this RFP. The coverage shall be written with a limit not less than \$3 million for any one claim, with an aggregate not less than \$3 million for all claims in a policy period. The successful Proposer must provide a statement saying that such coverage shall be written exclusively to cover the Des Moines contract or as an alternative guarantee that the aggregate has not already been impaired by other claims if this policy covers other activities or services for other clients. Other forms of insurance which must be maintained during the entire term of the contract and any extensions shall be of the following forms and limits:

<u>Forms</u>	<u>Limits</u>
Workers' Compensation	Statutory
Automobile Liability	\$1,000,000 Combined Single Limit
Commercial General Liability, (Including Contractual Liability & Products Completed Operations Coverage)	\$1,000,000 Combined Single Limit
Umbrella/Excess Liability	\$2,000,000

The establishment of minimum limits of insurance by the Des Moines Public Schools does not reduce or limit the liability or responsibilities of the successful Proposer.

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I. Award of Contract

7.) *Indemnification:*

The successful Proposer shall assume the entire responsibility and liability to indemnify the Des Moines Public Schools, its elected and appointed officials, employees, volunteers and others working on behalf of the District. To the fullest extent permitted by law, the successful Proposer agrees to defend, pay on behalf of, indemnify, and hold harmless the District against any and all claims, demands, suits, damages or losses, together with any and all outlay and expense connected therewith, including but not limited to attorneys' fees and court costs, that may be asserted or claimed against, recovered from or suffered by the District by reason of any injury or loss, including, but not limited to, personal injury, including bodily injury or death, property damage, including loss of use thereof, and economic damages arising out of or in any way connected or associated with any work and/or activities performed by the successful Proposer pursuant to the provisions of this Agreement. The successful Proposer obligation to indemnify the District contained in this Agreement is not limited by the amount or type of damages, compensation or benefits payable under any workers' compensation acts, disability benefit acts, or other employee benefit acts.

The District shall not be liable or in any way responsible for any injury, damage, liability, claim, loss or expense incurred by the successful Proposer, its officers, employees, subcontractors, and others affiliated with the successful Proposer, arising out of or in any way connected or associated with any work and/or activities performed by the Proposer pursuant to the provisions of this Agreement, except for and only to the extent caused by the negligence of the District. The successful Proposer expressly assumes full responsibility for any and all damages to the District property arising out of or in any way connected or associated with any work and/or activities performed by the successful Proposer pursuant to the provisions of this proposal including, but not limited to, the activities of the Proposer, its officers, employees, subcontractors, and others affiliated with the Proposer.

The successful Proposer shall ensure that its activities on the District premises will be performed and supervised by adequately trained and qualified personnel and the Proposer will observe, and cause its officers, employees, subcontractors and others affiliated with the Proposer to observe all applicable safety rules.

8.) Award Requirements

- a. Successful Proposer shall be familiar and comply with all local, state, and federal directives, ordinances, rules, orders, and laws as applicable to, and affected by, this contract including but not limited to Equal Employment Opportunity Commission (EEOC), the Occupational Safety, Health Act (OSHA), and Title I and Title II of the Americans with Disabilities Act (ADA) regulations. No Proposer shall be excluded from consideration for award in conjunction with this solicitation on the basis of race, color, creed, national origination, handicap or sex or be subjected to discrimination under any contractual award administered by the District.
- b. The Proposer shall not assign, transfer, convey, sublet or otherwise dispose of this contract, including any or all of its right, title or interest therein, or its power to execute such contract to any person, company or corporation without prior written consent of the District.
- c. All employees of the Proposer shall be considered to be, at all times, employees of the Proposer under its sole direction and not an employee or agent of the District. The successful Proposer shall supply competent and physically capable employees in a number that is consistent with the service requirements. Where required, employees shall be licensed and accredited. The District may require the successful Proposer to remove an employee it deems careless, incompetent, insubordinate or otherwise objectionable and whose continued employment on District property is not in the best interest of the District.

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I. Award of Contract

In accordance with the District's policy regarding the use of tobacco and alcohol products and/or illegal drugs, no employee of the successful Proposer shall be permitted to use these substances when performing work on District property.

- d. The successful Proposer shall certify that all employees employed in support of this contract who have direct contact with students, which is defined to mean being in the presence of students during regular school hours or during school-sponsored activities, have not been convicted of (i) a felony; (ii) any offense involving the sexual molestation, physical or sexual abuse or rape of a child; or (iii) a crime of moral turpitude. (See Exhibit A)
- e. The Proposer will be responsible for the cost of all the equipment, accessories, labor, and materials in order to the work as detailed in the System Requirements.
- f. The names of all subcontractors known, or contemplated, shall be listed. The District may approve all subcontracts.

9.) Payment

- a. To be eligible for payment, all labor, equipment and materials covered under successful Proposer invoice must be completed and accepted by the District. The District agrees to make payments under this contract within forty five (45) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment.
- b. Any amounts due the District under the terms of this or any other agreement may be applied against successful Proposer's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between the District and successful Proposal regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any product or service or the accuracy or correctness of any invoice.
- c. Successful Proposal shall submit to the District all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the products and services required under this contract. Invoices shall not include any costs other than those identified in the executed District purchase order awarding this contract or any subsequent change orders issued by the Purchasing Department. All other costs are the Proposer's responsibility, except to the extent such charges are identified in the executed District purchase order or change orders. Successful Proposer invoices shall provide at a minimum:
 - Type and description of the product or service installed, delivered and accepted; Quantity delivered; Charge for each item
 - Extended total (unit costs x quantity)
 - This RFP number and / or the DMPS Purchase Order number
- d. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of proposals. All other payment terms shall be net forty-five (45) calendar days or greater.

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I. Award of Contract

- e. Special Educational or Promotional Discounts: Successful Proposer shall extend any special educational or promotional sale prices or discounts immediately to the District during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
- f. The District plans to pay Successful Proposer using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment

J. Termination or Cancellation

- 1.) In order to protect the vested interests the District, and to ensure the efficient utilization of funds, the successful Proposer shall comply with all contractual obligations contained in the General Terms and Conditions, Special Conditions and the System Requirements. With respect to these obligations, the District will report any non-compliance issues to the successful Proposal for corrective action. Continued non-compliance by the successful Proposal shall be the District's justification for placing the Proposer's contract on probation status or termination.
- 2.) In the event that the successful Proposer defaults on its contract or the contract is terminated for cause due to performance, the District reserves the right to re-procure the products or services from the next lowest Proposer or from other sources during the remaining term of the terminated/defaulted contract.
- 3.) In the case of termination, costs shall be prorated to the date of termination and the parties shall execute a settlement agreement to specify the terms. Failure to agree on a settlement may be subject to arbitration.
- 4.) With the mutual agreement of both the contractor and the District, upon receipt and acceptance of not less than thirty days written notice, the contract may be terminated on an agreed date before the end of the contract without penalties to either party.
- 5.) Either party may terminate the contract because of the failure of the other party to carry out the provisions of the contract. In such case, the party terminating the contract shall give thirty days' notice of conditions endangering performance and if after notice the offending party fails to remedy the violation of the terms to the satisfaction of the other party, the contract may be terminated.
- 6.) In the event the filing of a Petition in Bankruptcy by or against the successful Proposer, the District shall have the right to terminate the contract by providing fifteen days' notice of its intentions to terminate.
- 7.) If funds anticipated for these products or services do not become available for any reason, the District shall have the right to terminate the contract without penalty by giving not less than 20 days written notice documenting the lack of funding.

K. Severability

If for any reason, any provision hereof shall be determined to be invalid or unenforceable, the validity and effect of the other provisions hereof shall not be affected thereby.

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L. Bribery, Corruption and Gifts

Chapter 722 of the Code of Iowa provides that it is a felony to offer, promise or give anything of value or benefit to a person serving in a public capacity with intent to influence that employee's acts, opinions, judgment or exercise indiscretion with respect to the employee's duties. Section 68B.22 governs the solicitation and acceptance of gifts by public officials.

M. Disclosure of Information Content

The laws of Iowa require that at the conclusion of the selection process the contents of the information packages be placed in the public domain and be open for inspection by interested parties. The District will treat all information submitted by a Proposer as public information. The District's release of information is governed by Iowa Code chapter 22. Proposers are encouraged to ***familiarize themselves with chapter 22 before submitting a proposal.*** Proposers are advised that the District does not wish to receive confidential or proprietary information and Proposers are not to supply such information except when it is absolutely necessary. Any request for confidential treatment of specific information must be included in a transmittal letter with the RFP. In addition, the Proposer must enumerate the specific grounds in Iowa Code Chapter 22 which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. Pricing information cannot be considered confidential information. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the Proposer to respond to any inquiries by the District concerning the confidential status of the materials. Any proposal submitted which contains specific confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Failure to properly identify specific confidential information shall relieve District personnel from any responsibility if confidential information is viewed by the public, a competitor, or is in any way accidentally released. The District will notify Proposers of requests for information and give them no less than ten (10) and no more than twenty (20) calendar days to seek an injunction to prohibit the dissemination of confidential information to the requested party, the Proposer(s) will be responsible for all costs associated with this action. Finally, identification of the entire proposal as confidential ***will*** be deemed as non-responsive and disqualify the Proposer.

N. Disposition of Information Packages

All proposals become the property of the District and will not be returned to the respondent at the conclusion of the selection process; the contents of all submissions will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable laws.

O. Audit or Examination of Contract

Proposer agrees that any authorized auditor, the Office of Auditor of the State and where federal funds are involved, the Comptroller of the United States or a representative of the United States Government, shall have access to and a right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the Proposer relating to the orders, invoices, or payment of this contract.

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P. Copyrights

By submitting a response, the Proposer agrees that the District may copy the submission for purposes of facilitating the evaluation of the submission or to respond to requests for public records. The Proposer consents to such copying by submitting a response and warrants that such copying will not violate the rights of any third party.

Q. Release of Claims

By responding to this request, the Proposer agrees that it will not bring any claim or cause of action against the District based on any misunderstanding concerning the information provided herein or concerning the District's failure to provide the Proposer with pertinent information as intended by this request.



IV. System Requirements

A. Geographic Information System Requirements

- 1.) The system should provide an electronic map that represents the district streets, including known subdivisions or other roads up to the time of delivery of the system. Since the district buses outside our district, we require a map with the most accurate data for Polk, Warren, Dallas, Story, Boone, Madison, and Jasper counties.
- 2.) The system should allow subsequent and periodic importing of a new map from commercially standard mapping formats, such as ESRI or MapInfo.
- 3.) System should be able to utilize Tax Parcel data or structure point data for geocoding. This means each address is assigned an exact latitude & longitude. Students should be mapped directly to the latitude / longitude, the parcels/points are not just a visual reference.
- 4.) System should allow users to adjust an address point or tax parcel in Map Editing. Example: Users can click the address point on a house and drag the address point location to the driveway on the satellite map. Any future geocoding should honor the new location of the address.
- 5.) Users should be able to edit the map from any map in the system (routing map, boundary planning map, student record map, etc).
- 6.) The system should allow importing of subsequent and periodic changes in the boundary layer information from the commercially available formats, such as ESRI or MapInfo.
- 7.) System should allow for manually pinning students to their driveway.
- 8.) System should offer a one-click link to Google Street View, where a user can click on any map, and a browser should automatically launch to that location on Google Street view.
- 9.) Protects any District-initiated changes or customizations in the map while accepting the new information from an imported map.
- 10.) Satellite views should be displayable on any map, including during the route building process.
- 11.) Satellite views should scale automatically as the map scale is altered.
- 12.) Displays non-transportation related features such as waterways, airport, railroads, etc.
- 13.) The system should allow flexible definition of colors and symbology that should assist in the differentiation of various routing tactics.
- 14.) System should support the following Requirements: Student information, Full database query capabilities, Custom Report generation, Boundary Planning Demographics analysis (ethnicity, free & reduced lunch, etc.) GPS real time tracking
- 15.) Displays icons for schools and other landmarks.

B. Map Editing Requirements

- 1.) System should allow multiple users to be editing the map simultaneously (with appropriate user rights).
- 2.) System should include an Undo function to undo individual actions back to the last save.
- 3.) System should include all map editing functions in the same program as the routing functions, not requiring the user to start a different editing program.
- 4.) System should allow the user to be able to add or modify streets and house numbers in the system without vendor intervention.

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B. Map Editing Requirements

- 5.) The system should allow the user to select whether or not to display the following features when using the map display: Student, stop, run, school, boundaries, streets, lakes, rivers, railroad tracks, airport, etc.
- 6.) The system should graphically display the street names on the digital map and have the option of displaying all streets or major streets.
- 7.) The system should allow the ability to track restricted access to any streets where bus travel is prohibited.
- 8.) The system should provide the ability to digitally draw new roads in ways that can appropriately scale the entered roads.

C. Student Data Requirements

- 1.) System shall use the student ID as found in the district's student information system (Infinite Campus).
- 2.) System should allow the user to graphically display the street attribute center lines and curb lines or both at the user discretion.
- 3.) In addition to the home address, the system should allow for multiple addresses for a single child (i.e., different AM pickup, different PM drop off).
- 4.) The system should allow users to determine the load factors
- 5.) The system should allow the user to open multiple views of the map on the screen simultaneously.
- 6.) The system should allow users to calculate dead - head mileage with the ability to turn these features off and on.
- 7.) The system should have the ability to measure distances on the map or draw a radius of user-specified distances around a user-defined point.
- 8.) The system should have the ability to click on a student's stop, bus or facility location on the map and access additional information about that entity.
- 9.) The system should allow users the capacity of determining the distance from point to point based on actual mileages on a report.
- 10.) The system should graphically display on a single user screen walk zones, transportation eligibility, hazardous walk zones, and school boundaries with each area being displayed with ease of use and at user discretion.
- 11.) The system should be configured to run an automated process to import, change, and delete students daily and periodically from the district student system (Infinite Campus).
- 12.) System should allow for scheduling and tracking of shuttle buses and late buses.
- 13.) The system should provide a list of students who cannot be automatically assigned transportation.
- 14.) System should allow for different pickup/drop-off addresses on different days.
- 15.) The system should have the ability to graphically display student location based on the selection or entry of any field or combination of fields in the student record.
- 16.) System should allow for storage of a mailing address that may not be the same as the home address.
- 17.) System should store the school of attendance.
- 18.) The system should have the ability to identify student upgrades, changes, additions and deletions within the system when student update processes are applied.

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C. Student Data Requirements

- 19.)The system should have the ability to manually add, delete or update student changes with interface updates from other systems are not available. (Ability to manually add a student to the system without district student I.D.
- 20.)The system should allow the user to protect certain student records or attributes in order not to wipe out specific manually entered students.
- 21.)The system should store the school of residence (which may differ from school of attendance, as in Alternative Education, Special Education and Career Tech Programs).
- 22.)The system should be able to store emergency contacts with phone numbers and a note indicating the relationship of the contact to the student (data synced from student information system).
- 23.)The system should allow the user to enter notes in paragraph form.
- 24.)The system should be able to store a photograph of the student.
- 25.)The system should be able to import photographs (in batch or individually) from the student information system.
- 26.)The system should store a Family ID code and uses that code to group students into families.
- 27.)The system should use the Family ID to allow the user to apply changes made to one student other students in the same family (where appropriate and at user discretion) without having to open each student record.
- 28.)The system should allow the operator to attach files in standard formats to the student record. These attached files should be stored with the system and remain with the student through grade advancement.

D. Importing Student Data/Rollover Requirements

- 1.) The system should accept ASCII downloads in fixed-field, comma delimited, or tab-delimited formats.
- 2.) The system should provide the user the ability to preview the import prior to running to verify that it will import properly.
- 3.) The system should process downloaded data during the import process to geocode students and assign each student to the appropriate walk/ride status, bus stop, and school (according to the established system rules).
- 4.) The system should allow Transportation personnel to grade advance students to begin work on the next year's routes without altering the routes (or students) for the current year or creating a separate database.
- 5.) The system should allow User-initiated grade-advance (rollover) that moves the student from grade to grade, school to school, and stop to stop (if district rules require such a changed based on the new grade level). This must be a single process, not requiring multiple iterations.
- 6.) The system should allow the official district rollover data be imported into the data used for next year's routes without altering any current routes.

E. Geocoding

- 1.) The system should have the ability to export student and bus stop locations for purposes of the district using other programs to graphically display this information.
- 2.) The system should provide batch address matching capabilities and will provide a report identifying students whose address didn't match.
- 3.) The system should automatically geocodes students, individually or in batch, based on their house number and street name.

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E. Geocoding

- 4.) The system should automatically accept standard variations, such as ST/Street, AV/Ave/Avenue, etc.
- 5.) The system should automatically recognize as simultaneously valid situations where a single street is known by more than one name (i.e. State St/Route 5), allowing either (or any listed) name to be a match for the map.
- 6.) The system should accurately locate a student where the same address occurs more than once in the map (i.e. two addresses of 50 Main St in different communities).
- 7.) The system should allow for manual geocoding.

F. Student Safety Features

- 1.) The system should automatically assign a student to a specific safe corner, as determined by the district.
- 2.) The system should automatically restrict particular corners (but not others) so that students cannot be automatically assigned to that corner.
- 3.) The system should store the locations of sexual predators on the electronic map.
- 4.) The system should store the predator's name, along with notes and records of offenses.
- 5.) The system should store a user-defined "threat zone" or radius around the predator's location.
- 6.) The system should display sexual predator locations on the electronic map with the associated "threat zone".
- 7.) The system should allow entering a new predator location automatically notifies the user of current bus stops within the "threat zone", even if no visible indication of predator locations has been displayed.
- 8.) The system should allow entering a bus stop on the electronic map automatically checks to see if that stop is within a "threat zone". If it is, the user is automatically notified.
- 9.) The system should automatically discern stops or stop placement inside the threat zone without relying upon the user virtually recognizing and manually avoiding such stops.

G. Transportation School Assignments

- 1.) The system should automatically determine the appropriate school where the student's academic program allows assignment by boundary.
- 2.) The systems should allow for open enrollment, and/or alternative schools/programs where the student is allowed to attend without reference to enrollment boundary.
- 3.) The system should automatically assign walk/ride status based upon the school of attendance rather than only the school of residence (the home school).

H. Transportation Bus Stop Assignments

- 1.) The system should have the ability to archive data such as student files, bus information and rider record information.
- 2.) The system should allow flexible definition of codes within the system to limit translation from codes maintained on the pupil system. These include, but are not limited to student identification number, grade, school, program, ethnicity, transit code.
- 3.) The system should be capable of automatically displaying a student's school of attendance and closest stop providing transportation to that school based upon a student's address, grade, zone (attendance or magnet, ESL, or Special program services) and store this information related to the student's record.

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H. Transportation Bus Stop Assignments

- 4.) The system should provide an audit trail of manually overridden transportation eligibility and system generated calculations, student records, rider records, bus records, new students and any changes, additions or deletions to any of these records.
- 5.) The system should allow the user to override route segments and stop times.
- 6.) The system should allow for multiple schools to use a single location (such as a corner or other collector stop) as a bus stop, without requiring multiple stops at that location for each school.
- 7.) The system should allow users to duplicate databases without recreating transportation data. This would allow early planning for upcoming school years while maintaining a current year database.
- 8.) The system should automatically determines the appropriate school and walk/ride status based on the boundaries, grade range, and academic program.
- 9.) The system should automatically determines the appropriate bus stop for transportation eligible students, based on user-defined maximum walk-to-stop distances.
- 10.)The system should automatically responds to routing changes and maintains the appropriate corner indication based upon the way the bus approaches the bus stop.
- 11.)The system should automatically allow the user to assure that the same stop is assigned morning and afternoon, even if a closer stop is available on one of the routes.
- 12.)The system should provide the ability to track a student's need for special equipment, such as wheel chair lifts, oxygen, seatbelts, etc. The system should also track a student's need for a bus aide and their assignments.
- 13.)The system should allow multiple rider records on student record based on home school and alternative choice schools.
- 14.)The system should allow manual assignment of a group of students to a specific stop at user discretion.
- 15.)The system should allow manual assignments of students that do not address match to the map (e.g., out-of-district or map error) to bus stops.
- 16.)The system should allow walk to stop distances to differ by grade level and should allow walk to stop distances to be measured.
- 17.)The system should be able to restrict assignments to special stops (e.g., special education stops) so that the automatic assignments do not assign all types of students to the special stop.
- 18.)The system should be capable of automatically assigning student to bus stops based on the following; The students transportation addresses, Transportation eligibility, The student's school and the school services by route, Maximum District defined walk to stop distances, Safe walk paths defined in the map database, Existing bus stops.
- 19.)The system should use a rule set to automatically provide curb-to-curb stops for students meeting the rules.
- 20.)The system should be able to identify students not automatically assigned in A.M. and/or P.M. bus stops graphically and on a hard copy report.
- 21.)The system should make calculations used to determine the travel time for a segment should account for increased loading/unloading time based on a standard number of students per stop.
- 22.)The system should provide the ability to relocate stops without changing students' assignments.
- 23.)The system should have the ability to determine total assigned load per bus.

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H. Transportation Bus Stop Assignments

- 24.)The system should have the flexibility to allow the user to perform stop load capacity at user discretion.
- 25.)The system should provide the ability to track hazardous streets and areas where students are not allowed to walk.
- 26.)The system should provide the ability to track unique situations that identify students generally not eligible, but receiving transportation because of hazardous criteria.
- 27.)The system should provide the ability to identify no travel streets where travel is not preferred.
- 28.)The system should provide the ability to undo routing changes.
- 29.)The system should be able to automatically create turn-by-turn printable driving directions for a route.
- 30.)The system should provide the ability to allow a user to insert text instructions for driving purposes.
- 31.)The system should provide the ability to allow a user to insert text instructions at stops based on route preferences.
- 32.)The system should provide the ability to maintain historical record of routes.
- 33.)They system should not allow the student to be routed on more than one route for the same time period. Only with user override.
- 34.)The system should allow multiple schools to be routed easily on one bus.
- 35.)The system should be able to schedule future changes to student start dates.
- 36.)The system should allow for AM, PM, Activity and daycare route information in the student record.
- 37.)The system should allow the user the option of assigning any manually selected bus stop.

I. Special Needs

- 1.) System should handle all Special Needs routing within the same software and same database as regular education routing.
- 2.) System should allow users to find subsets of the Special Needs students at a given school to be identified for separate transportation (such as transporting students with behavioral development issues separately from other special needs students attending the same school at the same time).
- 3.) The system should graphically displays the location (and number) of students at a stop with specific equipment needs, such as wheelchairs.
- 4.) The system should automatically warns of a mismatch between the equipment on the vehicle and the equipment needs of a student being loaded onto that vehicle.
- 5.) The system should automatically warns the user when the capacity of any special equipment for the assigned bus has been exceeded.
- 6.) The system should automatically updates the route time appropriate to the time required (user-defined) for a student to be loaded into the special equipment on a particular bus.
- 7.) The system should assign named monitors and/or aides to routes.
- 8.) The system should allow mainstreaming of particular special needs students on regular education buses.
- 9.) The system should allow for the user to assign a regular education student to a special needs bus when desirable (such as a sibling of the special needs student).

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J. Geographic Search Functionality

- 1.) System should allow users to click on any point in the map and immediately find out information within a certain distance from that point. Example: User clicks on an intersection and can find out any students, schools, stops, etc. within one mile of that location.

K. Scheduling Future Changes

- 1.) The system should allow for future changes to a student's address and/or transportation needs to be scheduled for the date on which changes are to occur.
- 2.) The system should allow for a future change to have a termination date as well as an initiation date.
- 3.) The system should allow for continuous alternate scheduling, such as where one week a child would be picked up according to the mother's address on Monday, Wednesday, and Friday, but Tuesday and Thursday the father's address. The next week would be Monday, Wednesday and Friday at the father's address and Tuesday and Thursday at the mother's (frequencies at the discretion of the user/parent request).
- 4.) The system should allow all changes in transportation pursuant to the scheduled changes will be visible on the record with the change, and show the assignments that will be used unless route changes are made in the interim.
- 5.) The system should allow all changes to student transportation requests will automatically occur in the week containing the change date.

L. Student Filter Functions

- 1.) The system should easily find students whose ride time exceeds an input number of minutes.
- 2.) The system should allow the user to search for student records on any of the displayed student fields.
- 3.) The system should allow the user to create customized filters linked with and/or clauses.
- 4.) The system should allow the user to store commonly used filters with a name and to call up that filter by the stored name.
- 5.) The system should easily filter students whose home location is not (or is) located on the map.
- 6.) The system should easily filter students inside or outside of any selected boundary.
- 7.) The system should find any student whose transportation information (such as bus stop, bus number, route/run number, or time at the bus stop) has changed since the last time notifications were printed.

M. Routing Functions

- 1.) The system should allow routing functionality that enable users to enter or adjust bus stop times manually without the need to edit street speeds or to add wait time in to the route. Example: The software algorithm says stop #3 is at 7:25, the user should be able to simply click on that time, type in 7:27, and move on.
- 2.) The software should allow users to point and click on a driving path that runs between any two consecutive stops in order to edit the travel speed or driving directions for the selected path and for only that route.

M. Routing Functions

- 3.) The system should allow routing functionality that enable users to adjust bus travel speed between any two bus stops in bus route without effecting the map or other routes. Example. Only bus #23 drives slow on a certain road, allow the user to make this segment slower for bus #23, but not affect any other bus driving on that road.
- 4.) The system should allow routing function that allow for Wednesday only early out bus run schedules.
- 5.) The system should allow the user to *see all students on a route on the map at the same time*, not just one stop at a time.
- 6.) The system should be able to create door-to-door stops by clicking on any student point on the map and without having to set any stop type requirements for the student within the student database record.
- 7.) The system should be capable of creating stop attendance areas that will automatically assign students within a user-defined walk to stop distance and should allow user to add or remove specific geographic regions to/from the stop attendance areas. Example: All students within .40 miles of a corner are assigned to the stop, but the user wants to remove one part of the .40 mile zone for safety.
- 8.) The system should allow users the ability to define stop attendance areas drawn by the user. Example: User clicks a corner location for a stop, and draws a shape around all of the houses on the satellite map that should go to that stop.
- 9.) When looking at a route, the system should give a clear visual indicator of which students are assigned to which stop, showing the user draw boundary, showing the .40 mile zone, etc. This must not be 'behind the scenes.
- 10.)The system should allow any future students moving into a stop attendance zone be automatically assigned to the stop, if the user turns on automation.
- 11.)The system should have the ability to create and maintain special needs routing, vocational routing, and private parochial and other types of out of district pupil transportation, without a separate or additional module.
- 12.)The system should clearly display students as icons on the GIS map so that the user can clearly see which side of the street the student point is located on.
- 13.)The system should allow the user to utilize thematic shadings and symbols to evaluate demographic distributions of students who have special characteristics. Example, show students requiring a wheelchair to display as a wheelchair icon on the map. Or: Color code students by grade, to account for age when making routing decisions.
- 14.)The system should automatically generate a driving path between bus stops as they are created. The user should have the option to have the software calculate the shortest distance path suing street length or shortest drive time using street speeds.
- 15.)The system should provide simple point and click redirection of any driving path without having to delete individual "nodes" or pins that anchor that path on the map before redrawing the path the way you want it. Example: Click an existing part of the route path, click another new through point, and double click on another part of the existing path. Software should redirect accordingly.
- 16.)The system should automatically create a visual display of bus stops when selecting the school/schools the routes serve. The user should not have to manually load multiple layers to prepare for routing.
- 17.)The system should automatically indicate the number of students at any stop, with a system indication of those waiting to be picked up as well as those that might already be picked up on any given bus route.

M. Routing Functions

- 18.)The system should visually display the side of the street from which a student has approached the bus stop in order to make manual route decisions to minimize students who must cross the street to get to their stop.
- 19.)The system should appropriately assign students to bus stops that are visually indicated as right-side stops.
- 20.)The system should not pick up a student at a right-side restricted stop unless the user intentionally overrides the rule (and subsequent to a warning of the exception to the rule).
- 21.)The system should allow students for different schools to be on the same bus at the same time, tracking their arrival times at the appropriate schools.
- 22.)The system should create all routes and immediately represented following the allowed travel paths.
- 23.)The system should allow all routes be edited to change stop sequences, paths, or students on the route.
- 24.)The system should automatically updates student information (bus stop/ride time, etc.) when they are included on a route.
- 25.)The system should allow examination of the route at any point, displaying the students liable to be on board at that point, along with critical demographic information (name, birth date, phone number). Also run the same report for students yet to board the bus.
- 26.)The system should provide the ability to play back the bus travel path.
- 27.)The system should prevent creating a turnaround in the middle of the road (with a manual override if necessary).
- 28.)The system should allow the user to create designated turnaround locations (used automatically), giving the appropriate time and distance for a route including the time and distance to and from the turnaround point.
- 29.)The system should create afternoon routes by creating a copy or a mirrored version of the morning route.
- 30.)The system should allow for multiple pick-up/drop-off points as schools. A single point might service two or more schools, or a single school might have more than one desired service point.
- 31.)The system should, while on the same map used to build/report bus routes, the user should have the ability to mark a street as closed (perhaps due to construction) and have the system automatically reroute both the visible route and any other route traveling over that section of the road.
- 32.)The system should integrate with Google maps to enable the router to virtually drive the route along the photographic representation of the map.

N. Data Manipulation & Reporting

- 1.) The system should have an initial 'reminder' screen that brings key information to the user's attention immediately upon starting the program. Example: Show drivers due for recertification, students that need to be routed, etc.
- 2.) The system should enable users to view and manipulate information in spreadsheet-like data grids. (Students, schools, routes, stops, alternate sites, students, field trips, staff, etc.) This must be *part of the* software, not an external reporting procedure.
- 3.) The system should allow the user the ability to view different layouts of information, defined by the user. Columns of data can be shown or hidden at any time. Example: User can pull up a list showing student ID, name, address, street name, AM bus, and PM bus. With 3 clicks, user could add a 'phone number' column to the data view.

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N. Data Manipulation & Reporting

- 4.) The system should allow users ability to click on a header and sort data, or sub sort based on secondary fields.
- 5.) The system should allow users to define & save data layout views. Example: an AM Dispatch layout the shows all students with AM routing information, a PM dispatch layout that shows different fields, an overview layout that shows other fields, etc.
- 6.) The system should allow the user when viewing a list of students/staff/routes/etc., the ability to simply highlight a record (or several) and omit them from the list.
- 7.) The system should allow the user must be able to immediately save the data grid to an excel file.
- 8.) The system should allow the user when viewing a list of student's /staff/routes/etc. The ability to select any record(s) and take various actions, including: Map the record, run a report on the record, Edit the record, etc.
- 9.) The system should allow for Analytics – Transportation Metrics - This feature allows transportation personnel to analyze their operations especially during peak time usage, i.e., when most of their buses are on the road. For example, by determining the time of day, a district may find it can consolidate routes and save on both fuel and personnel costs.
- 10.)The system should allow for Analytics - With Analytics, users also may choose to test "what if" scenarios if modifications were made to selected district policies or routes. This analysis will help determine which scenario will yield the most optimal results. For example, by increasing the walk-to-stop distance policy, a district may be able to reduce the number of stops required and the associated fuel costs.
- 11.)The system should allow user the ability to create reports/letters in the system, by building templates that pull data fields into specific locations, similar to mail merge functionality in a Word Processor.
- 12.)The system should come with a library of pre-defined reports for students, staff, routes, schools, field trips, etc.
- 13.)The proposal should offer unlimited custom reports at no additional charge. Examples include district specific parent letters, stop lists, route sheets, cost comparison reports, etc.

O. "What-If" Routing Functions

- 1.) The system should allow "what-if" scenarios without altering current routes.
- 2.) The system should save multiple "what-if" scenarios in the same database, not requiring any replication of the database to hold and store such scenarios.
- 3.) The system should create a complete picture of a "what-if" scenario, including both the routes and the fleet schedule that would be used to run those routes.
- 4.) The System should have the ability to define students and schools and have the system automatically generate an efficient route, according to user-set parameters.

P. Route Filtering Abilities

- 1.) The system should find any bus/route that passes by a point or bus stop and then be able to filter the search results by the time of day.
- 2.) The system should find any bus/route that passes over a selected section of a road, and allow the results to be filtered by whether the route is inbound or outbound.
- 3.) The system should find and easily display any route or set of routes (including mixes of morning/afternoon and different schools).
- 4.) The system should find any route that has been changed since the last time directions were printed for the drivers.

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Q. What-If Fleet Functions

- 1.) The system should allow the user to view the entire fleet, or create a window representing only a select portion of the fleet (i.e. that services a particular school or set of schools or special needs routes only, etc.)
- 2.) The system should allow the user to model the entire fleet for any “what-if” scenario of routes, combining all into a coherent and complete model.
- 3.) The system should automatically calculate and display the daily and weekly hours for each bus’s assignments.
- 4.) The system analyze fleet costs according to user-defined variables such as per bus or per mile.
- 5.) The system should allow the user to model any desired change in bell times. (See Exhibit C)
- 6.) The system should analyze the costs associated with changes in bell times. (See Exhibit C)

R. Transportation Specific Reporting

- 1.) The system should be able to print stop lists with or without student names (at user discretion).
- 2.) The system’s reports for drivers should include the distance from one stop to the next, or from each turning movement to the next.
- 3.) The system should be able to report all stop lists and/or driver directions immediately following any route change.
- 4.) The system should allow changes to the map that might add points to a street and will not require all directions to be reprinted for routes traversing that street.
- 5.) The system should be able to indicate the pick up or drop off corner for the route.
- 6.) The system should allow district-selected student data to be printed with each student.
- 7.) The system should allow the student photograph to print with the student's name, by stop.
- 8.) The system should be able to indicate whether a student must cross the street to arrive at their bus stop (listed with each student).
- 9.) The system should allow the user to edit and save the templates to create custom Driver Directions/Stop lists, including the ability to change fonts, sizes, and locations of certain types of information.
- 10.) The system should automatically print notifications for the driver to indicate railroad crossings or other road-based hazards.
- 11.) The system should be able to print route sheets singly, or in user-selected batches.
- 12.) The system should be able to print names of monitors and/or aides on routes.

S. Map Printing

- 1.) The system should allow the user to quickly print any route map for a driver, including direction arrows and route statistics.
- 2.) The system should be able to print route maps singly, or in user-selected batches.
- 3.) The system should be able to print maps with student-specific data, such as location and safe walk path.
- 4.) The system should be able to support plotters for large maps. Design Jet 1055 CM
- 5.) The system should allow the user to plot the entire map or any section of the map.
- 6.) The system should allow the user the ability to indicate the map features to display on the plotted map.
- 7.) The system should allow the user the ability to generate labels that follow the street for a higher quality plotted map.

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T. Vehicle Data

- 1.) The system should be able to store records for each vehicle in the district and an indication of whether it is in active user or not.
- 2.) The system should be able to store the location where each vehicle is parked overnight and during the day.
- 3.) The system should be able to store special equipment associated with the vehicle, including the number of students who may be loaded onto that vehicle prior to exceeding capacity for each type of special equipment.

U. Planning, Simulation and Optimization

- 1.) The system should allow planners to adjust bell times to help determine the most efficient set of routes. (See Exhibit C)
- 2.) The system should allow planners to do “what if” scenarios, based on bell times, length of routes or attendance boundaries. (See Exhibit C)
- 3.) The system should cost out various scenarios (sequences, couplings etc.) and provide costs for these various scenarios.
- 4.) The system should have a boundary planning component allowing for editing boundaries, enabling users to track student data and student populations.

V. Key Performance Indicator Data Management

- 1.) The system should allow administration to easily gather and track the overall costs of all to and from routes.
- 2.) The system should allow administration to easily gather and track the number of runs per route for all AM and PM routes.
- 3.) The system should allow administration to easily gather and track the average ride time per run.
- 4.) The system should allow administration to easily gather and track the average number of scheduled and actual riders per run.
- 5.) The system should allow administration to easily gather and track the average cost per mile of scheduled run and route.
- 6.) The proposal should indicate if the system has an employee management section (tracking hours, etc.)

W. Boundary Planning and Redistricting Analysis

- 1.) The system should have tools for precision boundary drawing and editing, including: attaching to specific locations on a street or boundary and following a street or boundary. System will have the ability to snap to objects such as nodes, segments, streets, or boundaries. Will also be able to trace segments, streets and boundaries.
- 2.) The system should display boundaries an outline or with a fill color, at user discretion.
- 3.) The system should be able to link boundaries such that editing one can automatically produce the appropriate change in the adjacent boundary.
- 4.) The system should allow all boundaries be created, maintained, and employed in the same system as the routing functions, without the need to import or translate the boundaries in any way.
- 5.) The system should use a single boundary to make different types of assignments. For example, the same boundary may serve as both a school and walk zone for school where all students walk to that building.

W. Boundary Planning and Redistricting Analysis

- 6.) The systems should allow for “what-if” boundaries be used with the “what-if” capabilities of the routing system to provide a picture of the transportation response to any change.
- 7.) The system should allow for boundaries to be hidden or displayed, at user discretion.
- 8.) The system should allow for residence locations of selected students be displayed on the map and color-coded according to user-selected criteria.
- 9.) The system should include tools for forecasting future student populations.
- 10.)The system should allow counts be run according to the forecast population in the selected boundary or boundaries.
- 11.)The system should be able to generate a report that indicates all students (of particular grade, school, or ethnicity) falling inside a selected boundary.
- 12.)The system should be able to create a hard copy report showing address that fall within a selected (or all) schools.
- 13.)The system should be able to store both real and hypothetical buildings and their real or potential locations.
- 14.)The system should be able to allow students inside a boundary or aggregate boundary be "loaded" into the building to discover the percent capacity used in that building.
- 15.)The system should be able to save the workspace; consisting of the boundaries, students, forecast factors, and building scenarios.

X. Intranet System

- 1.) The system should offer an **optional** browser-based Intranet system designed to give school personnel access to transportation related information, reports and schedules.
- 2.) The internet system should allow for unlimited users, with a role based security to ensure users have access only to the appropriate information.
- 3.) The internet browser-based system should enable school personnel to request field trip busing services, and manage the approval process with automated email-notifications.
- 4.) The internet browser-based system should have a map display feature that displays the location of a student's home relative to the student's am and pm stops.
- 5.) The internet browser-based system should have a map display feature that displays the entire bus run/trip including the locations of all assigned student's, bus stops and driving paths.
- 6.) The intranet browser-based system should offer a smart-phone application that can be used on an I-Phone or I-Pad. This App should provide data views, including mapping, student data, route data and attendance tracking capabilities.

Y. Internet System (optional):

- 1.) The internet system should offer an **optional** service that enables parents to obtain information regarding school bus and school assignments via the Internet
- 2.) The internet system or service should provide interactive GIS mapping functionality in addition to text information.
- 3.) The internet system or service should provide functionality to allow the district to send email notifications to parents.

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- Z. GPS - (Global Positioning System) Integration, Fleet Maintenance, Pre Trip, Student Tracking**
- 1.) The system should offer an optional GPS Integration functionality with a GPS System.
 - 2.) The system should allow for GPS Integration functionality which enables users to view GPS data from a compatible GPS product on the primary routing system's GIS map.
 - 3.) The system should allow the user to bring up past GPS data from the previous six months.
 - 4.) The system should allow for an optional GPS integration system that compares live GPS data with planned route data and have the option of alerting specific district personnel of any deviations in the planned path, speed, stop location and stop time. Alerts from the system should be via text or email messages.
 - 5.) The system should allow for GPS Integration functionality capable of creating a complete bus route, including stop locations, times, driving path, utilizing the GPS data.
 - 6.) The system should be able to download collected data via cellular communication and be available on a secure web-based application.
 - 7.) The GPS system should provide a platform for customizable and configurable alerts that should have escalating capabilities with alerts including but not limited to; activity alert, battery low voltage alert, GPS Zone alert, idle alert, posted speed alert, and maximum speed alert.
 - 8.) The Provider's system should have customer service staff available 24/7/365 via toll-free number and email.
 - 9.) The Provider's system should have on-line help materials, including training videos, user manuals, and product manuals.
 - 10.) The Provider's system subscription agreement must include: unlimited user/site access, and map updates, software and firmware updates, and customer support.
 - 11.) The system (GPS) should provide an intelligent logging algorithm with high definition data and minimize cellular data communication overhead. Data must be collected based on a combination of time and event logging.
 - 12.) The system should include an unlimited data plan, with no extra fees for overage or roaming in North America.
 - 13.) The system proposal should have On-site and On-line Training offered by the provider.
 - 14.) The proposal should include a dedicated Project Manager assigned to oversee system implementation including Order Fulfillment, Shipping, Installation and Training.
 - 15.) The proposal should support two day shipping for new or replacement parts from anywhere in North America.
 - 16.) The system's GPS program should capture data in four dimensions - latitude, longitude, time and heading.
 - 17.) The system's GPS program should be able to track vehicles even when the vehicle is out of communication range. The system should record and save the information, and backfill when the vehicle is back within range.
 - 18.) The system should be able to monitor low battery voltage when engine is off.
 - 19.) The system should be able to key-off current draw on battery when vehicle ignition is off and should not exceed 1 milliamp.
 - 20.) The system, as an option should have JBus interfacing capabilities integrated into the GPS hardware.
 - 21.) The system, as an option should have the capability to integrate with the OBDII through the GPS hardware.
 - 22.) The system's GPS program should provide a platform for customizable and configurable JBus alerts with escalating capabilities. These alerts should include but not be limited to Stop/Check Engine, Hard Braking, and Roll Stability Control (if available).

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Z. GPS - (Global Positioning System) Integration, Fleet Maintenance, Pre Trip, Student Tracking

- 23.)The system should prohibit power from the vehicle to operate the JBus device.
- 24.)The system should allow data collected from the JBus interface be spatially encoded; that is, it shall be connected to a GPS system that affixes the latitude and longitude positional data to the fault code information.
- 25.)The system should allow the proposer the ability to update the JBus memory device remotely (Over the Air Updates).
- 26.)The system's JBus interface should at a minimum be capable of reading fault codes, mileage, fuel data and engine hours from either the J-1708 (older engines) or the J-1939 (newer engines) type engine computers, when available.
- 27.)The system's JBus interface should have on-board memory that can be used for recording performance data from the engine during a trip.
- 28.)The system's device should have capability to calculate fuel use within geo-fence or state or province.
- 29.)The system should use a web based application that decodes the SAE J-1708 and J-1939 faults codes into human readable form, when available.
- 30.)The system should include web-based application with web access uptime of more than 99.9%.
- 31.)The system should allow for an unlimited number of discrete user profiles, and support a minimum of 100 concurrent system users, at no extra cost.
- 32.)The system should allow for users to find the closest 5 or 10 assets to a vehicle, in case of emergency.
- 33.)The system should provide for a customizable dashboard with a "favorites" section for reports used most often.
- 34.)The system should be capable of reverse geo-coding.
- 35.)The system should store data with no additional fee for up to one year.
- 36.)The system should export in .xls, .pdf, .csv, .shp, and .kml (compatible with Google Earth).
- 37.)The system should back up data on a daily basis.
- 38.)The system should include a report and alert for asset use during unauthorized time periods.
- 39.)The system should calculate the emissions produced during periods of excessive idling.
- 40.)The system should calculate the cost of allowable idle, excessive idle, and total idle time.
- 41.)The system should provide alerts delivered via pop-up window, email or text message.
- 42.)The system should provide the ability to create geo-fences in a line, circle or multi-sided polygon (not just a rectangle or square).
- 43.)The system should support data queries using geo-fences. Historical data on-file is queried via user-definable parameters, using geo-fences that can be created at any time and used to query historical data.
- 44.)The system should allow for mass upload of drivers or geo-fences via .csv upload.
- 45.)The system's software upgrades must be seamless to the end user.
- 46.)The system should provide that incident notifications and scheduled reports be automatically generated and emailed.
- 47.)The system's reports and alerts should enable easy access to real-time information including, but not limited to: 1) Actual arrival/departure times and parking locations, 2) Excessive idling, 3) Adherence to route schedules and stops, 4) Adherence to posted speed limits, 5) Adherence to proper railroad crossing procedures, 6) Adherence to proper use of amber warning lights and flashing red stop lights, 7) Harsh braking incidents, 8) Unusual acceleration incidents.

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Z. GPS - (Global Positioning System) Integration, Fleet Maintenance, Pre Trip, Student Tracking

- 48.)The system's standard reports should provide daily, weekly, and monthly cumulative statistics and historical data.
- 49.)The system should have the ability to link the driver/operator to a specific GPS incident (i.e. Excessive Idle).
- 50.)The system should include an Electronic Inspection System capable of verifying visual Pre-Trip, Post-Trip and PM inspections by requiring vehicle operators to scan a Radio Frequency Identification (RFID) tag with a handheld RFID scanner that must be held in close proximity (no more than 2 inches/5 cm) of the tag, requiring the vehicle operator to be in the area of the vehicle where components are located that must be inspected prior to use.
- 51.)The system should provide alerts for missed inspections.
- 52.)The system should include a GPS program that is integrated with a verified RFID electronic vehicle inspection system. System should verify that drivers/operators are physically present at required inspection point locations in and on vehicle.
- 53.)The system's integrated inspection and GPS program should display all information in the same web application.
- 54.)In addition to inspection location, the GPS program should also provide reporting which details asset activity, activity auditing, location, mileage and/or hours, path reporting, idle monitoring, door event, on-off event, stop time reporting, and speed verification.
- 55.)Idle monitoring and reporting should be based on true idle (engine running) and not allow for the possibility of false idle reporting due to key in on position.
- 56.)All system events should be date/time stamped.
- 57.)All inspection and GPS data collected should be able to be downloaded via cellular communication and be available on a secure web-based application that can be accessed from any computer without the use of preloaded software.
- 58.)The system should allow for inspection RFID tags to be placed in and around the vehicle in up to eleven (11) locations, not including extended tags.
- 59.)The associated GPS program should identify the location where specified inspections were executed.
- 60.)The system should be able to provide up to eleven Radio Frequency Identification (RFID) tags capable of being programmed to display the selected vehicle inspection criteria identified by administration.
- 61.)This system should store the history of the inspections and GPS history of the vehicle activity for up to one full year, and have web-based reporting capability.
- 62.)The inspection device should be protected under warranty of at least one year.
- 63.)The system should be able to track up to 5 I/Os, and should transmit at minimum the type, latitude /longitude, and time of each I/O event.
- 64.)The system's web-based software should map points or path of I/O activation.
- 65.)The system should include a GPS-GSM system that may be integrated with an RFID web-based solution for student tracking.
- 66.)The RFID Reader should be equipped with a low-power sleep mode.
- 67.)The system should provide a time and date stamp for students boarding and leaving a vehicle.
- 68.)Upon implementation, the system should not impede normal bus loading and unloading processes.
- 69.)The student tracking system should have an RFID card read range of 0-2 inches/0-5 cm
- 70.)The card reader should provide an audible beep and a green indicator light to confirm card reading.

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Z. GPS - (Global Positioning System) Integration, Fleet Maintenance, Pre Trip, Student Tracking

- 71.) Each time the card is swiped, the time, date and location should be logged and transmitted to a secure database.
- 72.) The student tracking system should include option for parent portal that shows the bus number, time, and location of card scans.
- 73.) Information associated with student cards must be securely stored and accessible only via username and password.
- 74.) Alerts for parents must be available via email or text message.
- 75.) The system should support Zonar-approved Android apps.
- 76.) The proposal must provide ruggedized tablet with IP54 rating for protection against water and dust, 1 meter drop survival and passing DTNA vibration test.
- 77.) The tablet's operating temperature range -20 C to 60 C docked, and -10 C to 60 C undocked
- 78.) The tablet's storage temperature range -40 C to 85 C

AA. Tablet

- 1.) Tablet has integrated flashlight for general use, and for inclement weather safety inspections.
- 2.) Tablet has integrated camera, and is able to include photos with inspections.
- 3.) Icons for other applications (messaging, etc.) remain visible while navigation is up.
- 4.) Messaging allows embedded links for simple pickup/delivery navigation.
- 5.) Integrated carrying strap remains in place while tablet is docked.
- 6.) Tablet kit includes hard wired docking and charging cradle.
- 7.) Tablet includes web browser, on device help, calculator, clock and photo capture.
- 8.) Navigation program should include points of interest, and customizable points of interest.
- 9.) Navigation program should include vehicle size, hazmat routing, and includes lane guidance.
- 10.) Tablet hardware should include rechargeable Li-Ion battery with 3 hours of undocked operation time.
- 11.) Tablet should automatically goes to dark screen while vehicle is in motion.
- 12.) Tablet applications should include option for in-vehicle driver feedback, including hard braking, rapid acceleration and lane changing.

BB. Implementation Services for Routing Software

- 1.) The selected provider must provide the district with a dedicated Project Manager, and an assigned trainer. The district should be able to work with those two individuals for the vast majority of the implementation, and not have to call a different person every time there is a question.
- 2.) The selected provider should offer implementation services with professional routers that can enter routes from paper route sheets
- 3.) The selected provider should offer routing services with professional routers who can build efficient routes using district policies and proficient routing techniques.
- 4.) The selected provider will be responsible to enter district boundaries.
- 5.) The selected provider will be responsible to enter district walk-to-stop distances.
- 6.) The selected provider must produce maps with the indicated data for district review prior to training.
- 7.) The selected provider must be able to create a customized student database, taking into account district needs, and import all students.
- 8.) The selected provider must be able to conduct an initial address match of student information against the map file and correct errors not requiring district knowledge.

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BB. Implementation Services for Routing Software

- 9.) The selected provider will be required to correct student geocoding issues that do not require district knowledge.
- 10.) The selected provider will be required to create bus stop zones for all bus stops.

CC. Training for Routing Software

- 1.) The selected provider will be responsible to train district staff on their own live and operational data.
- 2.) The selected provider must supply a brief description of the training plan, onsite and offsite etc.
- 3.) The selected provider must have a system in place for future addition onsite or online training, as might be needed.

DD. Licensing

- 1.) The proposed system must be able to accept up to 25 licensed users.
- 2.) The proposed system should be able to accommodate 100 sites who will have access to student bus list, schedules, student's transportation schedules, etc..... (List any restrictions on the number of users)
- 3.) The selected provider must be able to provide a perpetual license for the software received. Declining annual fees will not alter the legal use of the software received.

EE. Obsolescence

- 1.) The selected provider should be actively working to improve their current offering, with substantial improvements in periodic releases. If the selected provider cannot support any product due to inside or outside software, there will be no charge for that product.
- 2.) Any improvements to software purchased subsequent to this RFP shall be provided the district, as long as the district maintains the selected provider's annual fee requirements.
- 3.) The provider must produce the previous five years functional upgrade release schedule for each separate program included in their proposal. This should include a brief indication of any new functionality added to the system.
- 4.) The selected provider must produce a list of minimum and recommended hardware configurations.

FF. Security

- 1.) The proposed system's access rights should be defined by user groups, with each member of the group inheriting the group rights.
- 2.) The proposed system should provide that each user is assigned a separate password and have the ability to change that password.
- 3.) The proposed system's security shall use the same user/user group concepts, with the rights assignable as appropriate for the specific software.
- 4.) The proposed system must support Active Directory.
- 5.) The proposed system must provide a fine grain of control over functional elements of the system so that users may be allowed "view," "edit" and/or "print" abilities.
- 6.) The system should allow for function level security levels on various functions on the map. This includes the ability for some to view the map and to edit only certain features and while others to have full access.

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FF. Security

- 7.) The system should provide student records be automatically stamped with the user name and time of change.
- 8.) The system should provide route records be automatically stamped with the user name and time of change.
- 9.) The system should allow the district to assign any combination of read/write/delete access by group policy to components of the system to administer appropriate security for a variety of roles including, but not limited to, transportation, district departments, and parents.
- 10.) The system should allow the user to mark certain student records as “confidential,” and to print such instructions on driver sheets.
- 11.) The system’s browser-based applications should provide for the use of Secure Sockets Layer (SSL) encryption, or better.

GG. General Maintenance

- 1.) The system must use Microsoft SQL Server as the system database.
- 2.) The system’s database should allow the District to connect to the database with third party software, if desired.
- 3.) The system should provide the student data be stored in a single database. Spreading a district’s enrollment over multiple databases or database instances does not meet the student enrollment criteria for this qualification. The district desires to manage all students in a single databases /database instance.
- 4.) The system should provide that no other database server or database software is required for the normal functioning of the system.
- 5.) The system should be self-maintaining system. No periodic maintenance functions should be required to update maps, routes or student information when any of those elements are changed.
- 6.) The system should not require users to exit the system to process any changes to students, routes, maps or boundaries. *Please indicate all functions that require that only a single user be logged in while that function is running.*
- 7.) The system should be scalable to accommodate both current and future populations without requiring a different version, program, or expense for adding additional students and/or routes.
- 8.) Although the District recognizes the value of vendor support, it desires to be capable of all important functions of the software without vendor intervention. If there are any processes that require vendor assistance, please indicate those functions.
- 9.) The system’s audit trail should track the user name, machine, date and item changed.
- 10.) The system should automatically archive relevant transportation information nightly.
- 11.) The system should provide timely, no-charge, unlimited, telephone support (renewable annually).
- 12.) Please provide an indication of the response times that we can expect.
- 13.) The system should provide secure, no-charge, Internet connections for remote viewing or control of the district’s computers.
- 14.) The proposal should provide extended support hours during the weeks before and after school startup.

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HH. Reports

- 1.) The system should provide the ability to print student mailing labels from addresses stored in a student's record.
- 2.) The system should provide a report of student bus riding time that exceeds the maximum ride time established by District policies.
- 3.) The system should have the ability to track changes and provide a report that affects a student's transportation based on the following: Route change that affect bus stops, stop times, and student changes that require bus service to a stop.
- 4.) The system should have the ability to provide a report of students that have been deleted from the system with the bus service stops affected.
- 5.) The system should have the ability to provide a report of students that have changed request for bus service with the service stops affected.
- 6.) The system should have the ability to generate change notifications to parents.
- 7.) The system should have the ability to generate reports based on schools services by bus routes.
- 8.) The system should have the ability to provide a report that can be electronically exchanged on a variety of platforms.
- 9.) The system should have the ability to provide a report that can be printed on a variety of paper sizes based on selected scale preference, and include the appropriate level of annotation and street detail.
- 10.)The system should have the ability to provide a report that allows the use of colors and symbols to be modified at user discretion.
- 11.)The system should have the ability to generate route sheets that contain all segments within a driver's daily route assignment.
- 12.)The system should provide the option of printing route reports in turn-by-turn directions (via's).
- 13.)The system should provide the ability to print route reports that depict geographic turn-by-turn directions for drivers (maps)
- 14.)The system should provide the option of printing route sheets with student information at each stop that include other fields form student records at user discretion.
- 15.)The system should provide the option of printing reports based on student's school of attendance and provide the option to select other field definition from within the student record at user discretion.
- 16.)The system should be capable of producing a report of available stop locations to provide to schools and other interested parties with stops and with or without student assigned information.
- 17.)The system should have the ability to determine and print total miles traveled by all buses on a given day.
- 18.)The system should allow users the ability to create and print reports and permit the user to change any layout on these reports.
- 19.)The system should have the ability to identify or flag maintenance on system or routing service and provide a report based on the following: Unmatched Student addresses, Non routed students, student at stop no bus, students with no stop and no bus, student with special service requirements, Identify new students, Identify student address changes, Identify students who have been removed from buses, Identify students who have been deleted from the system, Non routed students, Routes over certain length of time

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II. Workstation and Browser Requirements

- 1.) The proposed system should support Windows XP, service pack 3 or higher for all components
- 2.) The proposed system should support Macintosh 10.5 or higher for all components
- 3.) The proposed system should support Safari 4.0 or higher for the Macintosh
- 4.) The proposed system should support Firefox 3.0 or higher (Macintosh and Windows)
- 5.) The proposed system should support internet Explorer 7.0 , 8.0 or 9.0
- 6.) The proposed system should support DNS (IP) printing (if client application)

JJ. Technical Specifications

- 1.) If the proposed system requires an onsite server(s) than the network operating system should be Windows Server 2012 R2 (Standard) with the latest updates. Cloud based- and virtualization options should be provided.
- 2.) The proposed system should run on standard HP server hardware? If not, indicate hardware manufacturer.
- 3.) The proposal should list the services and the function of each (examples: data base, reports, web application, etc.) recommended for implementing District of 40,000 students.
- 4.) The proposal should provide a minimum and recommended server hardware specifications for each server required.
- 5.) The proposal should include processor, RAM, hard drive size, NIC configuration (e.g., quantity for redundancy/load balancing) and RAID technology used for disk subsystem.
- 6.) The proposal should describe the backup and recovery strategy provided, and list any additional third-party tools required.
- 7.) The system should support VMWare. *Please indicate: version and the server requirements for this environment.*

KK. Database

- 1.) The proposal should indicate if the database is centralized.
- 2.) The proposal should indicate if the system is ODBC compliant.
- 3.) The proposal should indicate if the system utilizes a SQL database, and if so should indicate the version. If other, indicate the type.
- 4.) The proposal should indicate if the database structure support fiber channel SAN storage.
- 5.) The proposal should indicate if the organization's support policy will allow for open bi-directional read and write capability to the database tables.
- 6.) The provider should be able to demonstrate they have 3 or more reference school districts similar in size which have been using the Microsoft SQL- Server version of the proposed routing software for 5 or more years.

LL. Web

- 1.) The system should use IIS web server software, (list version). If not the proposal should indicate the server software and the version.
- 2.) The system should be able to be accessed remotely by external clients through a web server located in a DMZ.
- 3.) The proposal should allow for the installation of a third-party SSL certificate purchased and maintained by the district.

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MM. Workstations

- 1.) The proposal should indicate if the system works in and is supported by Macintosh OS X 10.5.8, 10.6, 10.7, 10.8. If not, list Macintosh most current supported OS. List any functions not supported in this version of operating system.
- 2.) The proposal should indicate if the system works in and is supported by Windows XP SP3, Windows 7, Windows 8, If not, list the most current supported OS.
- 3.) The proposal should indicate the minimum and recommended workstation (Macintosh and Windows) hardware specifications. Including processor, RAM, hard disk size, NIC monitor resolution.
- 4.) The proposal should indicate what the average time is, after a major operating system or browser release is certified and supported? Describe you testing and release process.
- 5.) The proposal should indicate if there is any specific server/client requirements at the workstation level? If so, list.

NN. Browsers

- 1.) The proposal should indicate if the system is Safari 5.0 (Macintosh) tested and supported by you and your database provider (e.g. SQL, Oracle, other)? List all versions you tested and supported.
- 2.) The proposal should indicate if the system is Firefox 7.0.1 (Macintosh) tested and supported by you and your database provider (e.g. SQL, Oracle, other)? List all versions you tested and supported.
- 3.) The proposal should indicate if the system is Firefox 3.0 (Windows) tested and supported by you and your database provider (e.g. SQL, Oracle, other)? List all versions you tested and supported.
- 4.) The proposal should indicate if the system is Internet Explorer 7.0, 8.0, 9.0 (Windows) tested and supported by you and your database provider (e.g. SQL, Oracle, other)? List all versions you tested and supported.
- 5.) The proposal should indicate if the system requires a java plug-in? If so, what version is required for OS X 10.5? 10.6? 10.7? 10.8?
- 6.) The proposal should indicate if the system requires any additional plug-ins or third party applications needed (Adobe Flash Player, etc.)? If so, list application, plug-in and version, by platform (Mac OS 10.5, 10.6, 10.8, Windows XPSP3, Windows 7).
- 7.) The proposal should indicate if the system requires any specific configuration changes required at the workstation level? If so, list.

OO. Printing

- 1.) The proposal should indicate if the system supports DNS printing.
- 2.) The proposal should indicate if the system's implementation require a print server hardware or software. If so list.
- 3.) The proposal should indicate if the system supports Adobe 8.X, 9.X, 10.X and 11.X or higher for both Macintosh and Windows.
- 4.) The proposal should provide the minimum and recommended printer hardware specifications.
- 5.) The proposal should indicate if the system requires any applications for printing.

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PP. Application Development

- 1.) The proposal should indicate if any of the system's components do not support a web browser interface. If so, please delineate the function of each of these components.
- 2.) The proposal should indicate if the application was initially designed and developed as a web-based solution.
- 3.) The proposal should indicate if any of the application's components have been converted from a client-server or other legacy platform to support a web-based interface. If so, please identify these components.
- 4.) The proposal should indicate if the application is supported on mobile devices. If yes, which mobile OS.

QQ. Security, Authentication and User Account Structure

- 1.) The proposal should indicate if the SSL certificate resides on the web server. If not, indicate its' resides.
- 2.) The proposal should indicate if the system includes tools for traffic analysis and reporting that indicate current users and usage frequency by modules used.
- 3.) The proposal should indicate if the system provides rollback capability for transactions that fail to complete successfully.
- 4.) The proposal should indicate if the system provides allows the roll back to the pre-transaction state, without interfering with or impact the performance of other system users.
- 5.) The proposal should indicate if the application is LDAP compatible and able to authenticate users through the district active directory domain.
- 6.) The proposal should indicate if the SSL certificate reside on the web server. If not, location of residence.
- 7.) The proposal should indicate if the application provides varied access levels based on district-defined criteria, e.g. Teachers would have a different access level than principals or assistant principals, admin (central staff) etc.

RR. Looking to the Future

- 1.) The proposal should include a statement regarding the organization's future plans / approach for continued innovation and improvement for the system.



V. QUALIFICATIONS

Executive Summary: Please include an executive summary detailing your understanding of the requirements for this requests, as well as a detailed outline on how your company will address the needs of the District.

Contact Information

Please complete these sections below indicate the structure of your organization, its ability to conduct business in the State of Iowa, as well as provide the financial and insurance information requested.

RFP Contact: _____

Title: _____

Name of Firm: _____ Check One _____ Corporation

Address: _____ _____ Partnership

_____ _____ Individual

_____ _____ Joint Venture

Phone: _____ _____ Other

Fax: _____

Years in business: _____ Years the organization has been under its present name: _____

Former names used by your organizations: _____

Corporations:

Date of incorporation: _____ State of incorporation: _____

President's Name: _____

Vice President's Name: _____

Secretary's Name: _____

Treasurer's Name: _____

Individuals / Partnerships:

Date of organization: _____

Names and Addresses of all individuals and partners: _____

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Qualified States & Business:

Is your company qualified to do business in Iowa? _____

If yes, what is your Registration Number? _____

List the states in which partnership or trade name is filed: _____

Organizational Structure & Personnel:

Detail your staffing plan including supervision you plan to utilize for this request: *(See below for more detail)*

Provide an organizational chart indicating the individuals or positions that would work on and have knowledge of the project with the District. Provide the resumes of the key individuals of your organization who will managerially oversee and directly work this account, include their professional qualifications and ability to perform the required services as well as the numbers of years' experience providing the required service. (Note: You may remove the names of personnel from their resumes or use position titles if you wish.)

Insurance Information:

List the name, address and contact of the organization's insurance agent(s):

Financial Information:

List the name, address and contact of your organizations bank(s) or your D&B #:

The District may, at any time, investigate a proposer's ability to perform the work. The District may ask for additional information about a company and its work on previous contracts. Please be aware that the District may use sources of information not supplied by the proposer concerning the abilities to perform this work. Such sources may include, for instance, current or past customers of the organization; current or past suppliers; articles from communications and related publications; articles from other published sources such as industry newsletters or from non-published sources made available to the District.

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VI. REFERENCES

For each program that will be included as a response to this RFP, please provide a minimum of three reference schools, currently operational and whose complexities are similar to those presented in this proposal:

Customer name: _____

Address: _____

City / State / Zip: _____

Contact name: _____

Contact title: _____

Telephone: _____

E-mail address: _____

Customer name: _____

Address: _____

City / State / Zip: _____

Contact name: _____

Contact title: _____

Telephone: _____

E-mail address: _____

Customer name: _____

Address: _____

City / State / Zip: _____

Contact name: _____

Contact title: _____

Telephone: _____

E-mail address: _____

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VIII. FORM OF PROPOSAL

Based upon the System Requirements as well as the exhibits, please indicate your costs to perform the required services. Your proposal shall clearly state all of the costs associated with the service requested.

<u>Description</u>	<u>Cost</u>
Cost year one	\$ /Year
Cost years two	\$ /Year
Cost year three	\$ /Year
Cost years three	\$ /Year
Cost years four	\$ /Year
Travel Cost <i>(if applicable)</i>	\$
Lodging Cost <i>(if applicable)</i>	\$
Per Diem Cost <i>(if applicable)</i>	\$
Miscellaneous Cost <i>(if applicable please explain)</i>	\$
Site or Cloud based	
Premium for paying with a Procurement Card	%

Company Name: _____

Street Address _____

City / State/ Zip _____

Contact Phone Number _____

Contact Fax Number _____

Contact Email Address _____

Authorized Representative Signature _____

Representative Name (print) _____

THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED. BY SIGNING THIS DOCUMENT THE PROPOSER UNDERSTANDS AND AGREES TO COMPLY WITH ALL PROVISIONS AND REQUIREMENTS AS DETAIL IN THIS REQUEST, UNLESS NOTED IN THE EXCEPTIONS TAB. THEY AGREE TO PROVIDE ALL SERVICES AS DEFINED IN THE SYSTEM REQUIREMENTS AND THE TERMS AND CONDITIONS AS SPECIFIED IN THIS DOCUMENT. PROPOSER AGREES TO COMPLY WITH ALL LOCAL, STATE AND FEDERAL LAWS. THE PROPOSER ASSURES TO THE BEST OF THEIR ABILITY THAT ALL INFORMATION SUBMITTED IS ACCURATE AND WAS SUBMITTED WITHOUT COLLUSION WITH ANOTHER PARTY. BY SIGNING THIS PROPOSAL THE SIGNATORY CERTIFIES LEGAL AUTHORITY TO BIND THE PROPOSING ENTITY TO THE PROVISIONS OF THIS PROPOSAL AND ANY CONTRACT AWARD PURSUANT TO IT. BY SIGNING THIS DOCUMENT, THE PROPOSER DECLARES THERE ARE NO CONFLICTS OF INTEREST BETWEEN THE PROPOSER AND THE DISTRICT. FURTHERMORE THE PROPOSER CERTIFIES THAT NEITHER THEY NOR THEIR SUBSUCCESSFUL PROPOSER(S) HAVE EVER BEEN DISBARRED BY ANY FEDERAL, STATE, OR LOCAL GOVERNMENTAL AGENCY.



IX. EXHIBITS

Exhibit A

Acknowledgment & Certification

_____ (“Company”) is providing services to the Des Moines Independent Community School District (“District”) as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company’s employees upon the real property of the District.

The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District.

The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company’s employees. The Company hereby agrees to provide the District with the Company’s background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District’s background check.

The District reserves the right, but does not have the obligation to, to audit the Company’s background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.

**Exhibit B
Endorsements**

ADDITIONAL INSURED ENDORSEMENT

Des Moines Public Schools, including all its elected and appointed officials, all its employees and volunteers, all its boards, commissions and/or authorities and their board members, employees, and volunteers, are included as Additional Insureds. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance similar protection available to the Additional Insureds, whether other available coverage is primary, contributing or excess.

GOVERNMENTAL IMMUNITIES ENDORSEMENT

Non-waiver of Governmental Immunity: The insurance carrier expressly agrees and states that the purchase of this policy and the including of the District as an Additional Insured does not waive any of the defenses of governmental immunity available to the District under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

Claims Coverage: The insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time.

Assertion of Government Immunity: The District shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier.

Non-Denial of Coverage: The insurance carrier shall not deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing to the District under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the District.

No Other Change in Policy: The insurance carrier and the District agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

CANCELLATION AND NONRENEWAL ENDORSEMENT

Thirty (30) days Advance Written Notice of Cancellation, ten (10) days Written Notification of Cancellation due to non-payment of premium and forty-five (45) days Advance Written Notification of Non-Renewal shall be sent to: Des Moines Public Schools, Human Resources c/o Cathy McKay, 2323 Grand Ave, Des Moines, Iowa 50312. This endorsement supersedes the standard cancellation statement on the Certificate of Insurance to which this endorsement is attached.

WAIVER OF SUBROGATION

To the fullest extent permitted by law, the successful Proposer hereby releases the District, its elected and appointed officials, its agents, employees and volunteers and others working on its behalf from and against any and all liability or responsibility to the successful Proposer or anyone claiming through or under the successful Proposer by way of subrogation or otherwise, for any loss without regard to the fault of the District or the type of loss involved, including loss due to occupational injury. This provision shall be applicable and in full for and effect only with respect to loss or damage occurring during the time of the contract. The successful Proposer's policies of insurance shall contain a clause or endorsement to the effect that such releases shall not adversely affect or impair such policies or prejudice the right of the successful Proposer to recover there under.

RFP7434 Student Transportation System

**Exhibit C
2015-2016 Bell Times**

A1 Tier

East High School	7:40 a.m. -2:35 p.m.
Hoover High School	7:40 a.m. -2:35 p.m.
Lincoln High School	7:40 a.m. -2:35 p.m.
North High School*	7:40 a.m. -2:45 p.m.
Roosevelt High School	7:40 a.m. -2:35 p.m.
Pace*	7:30 a.m. -4:15 p.m.
Drop times	7:15 a.m. -7:25 a.m.
Central Campus	7:55 a.m. -2:15 p.m.
Downtown School	8:15 a.m. -3:15 p.m.

A2 Tier

Brody Middle School	7:45 a.m. -2:30 p.m.
Callanan Middle School	7:45 a.m. -2:30 p.m.
Goodrell Middle School	7:45 a.m. -2:30 p.m.
Harding Middle School	7:45 a.m. -2:30 p.m.
Hiatt Middle School	7:45 a.m. -2:30 p.m.
Hoyt Middle School	7:45 a.m. -2:30 p.m.
McCombs Middle School	7:45 a.m. -2:30 p.m.
Meredith Middle School	7:40 a.m. -2:25 p.m.
Merrill Middle School	7:45 a.m. -2:30 p.m.
Weeks Middle School	7:45 a.m. -2:30 p.m.
Drop Times	7:15 a.m. -7:25 a.m.

B Tier

Capitol View	8:15 a.m. - 3:00 p.m.
Carver	8:15 a.m. - 3:00 p.m.
Edmunds	8:15 a.m. - 3:00 p.m.
FOCUS	8:15 a.m. - 3:00 p.m.
Greenwood	8:15 a.m. - 3:00 p.m.
Hanawalt	8:15 a.m. - 3:00 p.m.
Howe	8:15 a.m. - 3:00 p.m.
Hubbell	8:15 a.m. - 3:00 p.m.
Jefferson	8:15 a.m. - 3:00 p.m.
King	8:15 a.m. - 3:00 p.m.
McKinley	8:15 a.m. - 3:00 p.m.
Oak Park	8:15 a.m. - 3:00 p.m.
Smouse	8:15 a.m. - 3:00 p.m.
Park Ave	8:15 a.m. - 3:00 p.m.
Phillips	8:15 a.m. - 3:00 p.m.
South Union	8:15 a.m. - 3:00 p.m.
Stowe	8:15 a.m. - 3:00 p.m.

RFP7434 Student Transportation System

Walnut Street	8:15 a.m. – 3:00 p.m.
Willard	8:15 a.m. – 3:00 p.m.
Van Meter	8:15 a.m. – 3:00 p.m.
Drop Times	7:55 a.m. – 8:00 a.m.

C Tier

Blank	9:00 a.m. – 11:00 am
Brubaker	8:45 a.m. – 3:30 p.m.
Cattell	8:45 a.m. – 3:30 p.m.
Findley	8:45 a.m. – 3:30 p.m.
Garton	8:45 a.m. – 3:30 p.m.
Hillis	8:45 a.m. – 3:30 p.m.
Jackson	8:45 a.m. – 3:30 p.m.
Lovejoy	8:45 a.m. – 3:30 p.m.
Madison	8:45 a.m. – 3:30 p.m.
Monroe	8:45 a.m. – 3:30 p.m.
Moulton	8:45 a.m. – 3:30 p.m.
Moore	8:45 a.m. – 3:30 p.m.
Morris	8:45 a.m. – 3:30 p.m.
Perkins	8:45 a.m. – 3:30 p.m.
Pleasant Hill	8:45 a.m. – 3:30 p.m.
River Woods	8:45 a.m. – 3:30 p.m.
Samuelson	8:45 a.m. – 3:30 p.m.
Studebaker	8:45 a.m. – 3:30 p.m.
Windsor	8:45 a.m. – 3:30 p.m.
Woodlawn	8:45 a.m. – 3:30 p.m.
Wright	8:45 a.m. – 3:30 p.m.
Drop Times	8:15 a.m. – 8:20 a.m.

Other Tier

District wide programs	8:50 a.m. – 2:10 p.m.
Taylor Mac	8:50 a.m. – 2:10 p.m.
Focus High School	9:00 a.m. – 2:00 p.m.
Turning Point	9:00 a.m. – 2:00 p.m.
Des Moines Alternative	9:00 a.m. – 2:00 p.m.
Des Moines Adv. Placement	9:00 a.m. – 2:00 p.m.