PUTNAM CITY SCHOOLS
Information Technology Services
5401 NW 40th
Oklahoma City, OK 73122

Request for Proposal

for

SCHOOL BUS GPS TRACKING SYSTEM

Date of release
Mar. 1, 2019

Due Date
April 1, 2019
12:00 p.m.

PREFACE

Transportation contact for this project:

Joel Illgen, Director
Transportation Services
Office: (405) 789-3244
Email: jillgen@putnamcityschools.org

Technology contact for this project:

Cory Boggs, Executive Director
Information Technology Services
Office phone: (405) 495-5200 ext. 1296
Email: cboggs@putnamcityschools.org

1.0 PURPOSE

1.1 Putnam City Schools, also abbreviated as PCS for brevity, is requesting proposals from qualified vendors to provide GPS tracking and monitoring for our bus fleet.

In using this method for solicitation, we are requesting your best effort in seeking the best value for our requirements. To be entitled for consideration, "sealed" proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the selected vendor to meet all specifications and guidelines set forth herein. Putnam City Schools, at its discretion, determines the criteria and process whereby bids are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by Putnam City Schools.

2.0 DEMOGRHICS AND FLEET INFORMATION

2.1 Putnam City Schools has an active enrollment of ~19,500 students, attending a total of 27 schools: 18 elementary (K-5), 5 middle (6-8); 3 high (9-12); and 1 alternative high school. Putnam City Schools covers a large geographical area and is represented within the boundaries of Oklahoma City, Bethany, and Warr Acres.

2.2 The district is looking to monitor in real-time ~130 buses as well as optional white fleet vehicles.

3.0 SCOPE OF WORK

3.1 The Putnam City Public School District is seeking a vendor to provide equipment and service in order to have the ability:

- A. for transportation to see bus locations in real time;
- B. to see the history of a vehicle's route;
- C. for parents and students to see where their bus is in real time via free app;
- D. for parents and students to receive notifications regarding pick up and drop via app.
- E. of general data collection- ie. bus speeds, stop arm activation, idle time

This is a turnkey project. All software, licensing, services, shipping, configuration will be assumed to be included in all submitted proposals.

3.2 Install and deliver to locations.

Install Site	Location
Putnam City Transportation Center	7111 NW 42nd, Bethany, OK 73122
Putnam City North	11800 N. Rockwell, Oklahoma City 73162
Putnam City High	5300 NW 50th, Oklahoma City 73122
Putnam City West	8500 NW 23rd, Oklahoma City 73127
Capps Middle	4020 N Grove, Oklahoma City 73122
Cooper Middle	8001 Riverbend Blvd, Oklahoma City 73132
Hefner Middle	8400 N MacArthur, Oklahoma City 73127
Mayfield Middle	1600 N Purdue, Oklahoma City 73127
Western Oaks Middle	7200 NW 23rd, Bethany 73008

3.3 Solution Requirements:

    A. Must show all vehicle positions on a map updated every 30 seconds average minimum

    B. Must be able to trace vehicle path for any date and period of time on that date, from the beginning of the school year to current date.

    C. Must allow user to switch between street map view and satellite view.

    D. Must be able to show a street address of any bus stop, any school or district building.

    E. Must be able to determine actual bus stop locations established with stop history.

    F. Must be able to determine average arrival time at any stop.

    G. App must be available via Apple Store and Google Market Place and updated regularly to accommodate OS and security and performance updates.

    H. System should be able to automatically determine bus stops based on historic data.

    I. System should allow for easy bus reassignments.

    J. Solution should present a street address on a map of bus locations or bus stops.

    K. Given an input of a street address, solution should be able to display address location on a map.

    L. System must be able to produce turn-by-turn directions for each route. Solution should allow for Transportation Department to modify directions, re-route in real time, and add and remove stops.

    M. System must be able to speak turn-by-turn directions to drivers. Transportation department should be able to add specific text to any turn-by-turn directions.

3.4 Solution should be listed as a 1-year solution. Options for multi-year accepted.

4.0 GENERAL INFORMATION:

4.1 Transportation related questions and questions or requests for clarification should be directed to Joel Illgen, Director of Transportation at jillgen@putnamcityschools.org

4.2 Technology systems questions should be directed to Cory Boggs, Executive Director of Information Technology Services at cboggs@putnamcityschools.org

4.3 PCS is under no obligation to purchase goods or services totaling the amount proposed in your response; Vendor will only be paid for services rendered. PCS reserves the right to adjust project scope or services if deemed necessary.

4.4 This Agreement states the total obligation of PCS to the vendor for compensation for the services to be performed hereunder. PCS shall pay vendor in accordance with the proposal made by the vendor and accepted by PCS. PCS shall pay vendor for the satisfactory performance of the work solicited, approved and accepted under this Agreement. Vendor acknowledges and agrees that this is a non-exclusive requirement type contract and PCS will utilize vendor's services on an as needed basis and as such PCS will only be responsible for payment for services requested that are satisfactorily performed and meet PCS's required specifications. Vendor further acknowledges and agrees that the value of this contract shall not exceed their proposed amount; however, PCS is under no obligation to solicit work totaling this amount and Vendor will only be paid for services rendered.

5.0 EQUIPMENT REQUIREMENTS

5.1 Equipment must arrive in new, unused condition.

5.2 Any required cables to connect the solution to the network is responsibility of the vendor.

5.3 Vendor will outline equipment warranty and procedures in response.

6.0 SUBMISSION REQUIREMENTS

6.1 RFP responses should be sent via PDF response to jillgen@putnamcityschools.org before the designated due date and time. Responses received after that time may not be considered. Hand-delivered or mailed copies sent in addition to the electronic submission will be accepted before the deadline.

6.2 If any confidential and/or proprietary information is included, then each page containing such information must be stamped "proprietary." It is not acceptable to label the entire proposal as confidential and proprietary.

6.3 No telephone or facsimile offers will be accepted.

6.4 Proposals shall not be withdrawn after they are delivered to PCS, unless vendor makes a request in writing to the Director of Transportation Services prior to time set for receiving proposals, or unless the Director of Transportation Services fails to accept or reject the proposals within sixty (60) days after the date fixed for receiving said proposals.

6.5 Proposals that contain irregularities of any kind and/or do not comply fully with solicitation documents may be rejected at the discretion of the Director of Transportation Services and/or Chief Operations Officer. Putnam City Schools shall not be liable for any costs associated or incurred by vendor in conjunction with preparation of documents.

6.6 The district reserves the right to reject all bids.

6.7 By submitting a response, the vendor certifies: "that this proposal is made without prior understanding, agreement or connection with any corporation, company or person submitting a proposal for the same service and is in all respects fair and without collusion or fraud; that collusive pricing is understood to be a violation of State and Federal law and can result in fines, prison sentences and civil damage awards." It is agreed that all conditions of the solicitation, notice to proceed and/or purchase order of PCS shall be abided and that the person signing this proposal is authorized to bid for the vendor.

6.8 Vendor shall submit with proposal the vendor information form. Failure to provide the information requested in complete and accurate detail may result in rejection of the proposal. If further information is required to provide responsibility such as providing copies of licenses, certificates, permits, etc., the vendor will be notified, in writing and given seven (7) days from notification to comply.

6.9 Vendor shall read and complete all applicable forms and submit with their proposal. Any incomplete or solutions not fitting the requirements of the RFP may be disqualified and not evaluated.

6.10 Vendor may be asked to provide a copy of their current business license.

Proposal (Response Section)

A. Proposed System.
   a. Provide a detailed description of the proposed system.
   b. Describe how your product differentiates you from competing products.
   c. How readily available is the product and what is the order lead-time?
   d. Can additional units be purchased through multiple distribution channels?
   e. How mature is your proposed solution?
   f. Describe the abilities of your product.
   g. Describe hardware and service monitoring capabilities provided with the solution.
   h. Detail any software license renewals that would be required after the included maintenance term.
   i. Outline type of connectors needed for solution.
   j. Describe the real time accuracy to students/parents via the app.
   k. Describe the compatibility of the app.

B. Provide pricing on the pricing form, Appendix A. Include all equipment cost, labor, fees, surcharges, shipping, installation, configuration, included training and any other miscellaneous costs. This is a turnkey project.

C. Training.
   a. Describe included training for key staff members. Vendor should assume staff has limited experience.
   b. Describe included post-sales support.

D. Assurance Statement.
Provide a statement affirming and assuring that the prospective vendors' staff, network, and overall business practices will meet/exceed each of PCS's requirements. All prospective vendors responding to this proposal are required to demonstrate their networks reliability and dependability. All prospective vendors must clearly demonstrate their ability to handle the day-to-day business needs necessary to successfully manage an account the size of PCS. Identify the specific account team (members, titles, roles) that will be assigned to PCS. Provide detailed procedures for initiating account inquires, changes, and escalations.

E. Implementation
If awarded, the selected vendor will need to provide an implementation plan to the district outlining their proposed timeline for the project. The district has a target install between June 1, 2019 and August 1, 2019.

7.0 EVALUATION

7.1 To be entitled for consideration, proposals shall be presented in accordance with the instructions of this solicitation and within the timeframe specified. It shall be the responsibility of the awarded vendor to meet all specifications and guidelines set forth herein.

7.2 An evaluation committee will evaluate each proposal. PCS, at its sole discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by PCS.

7.3 Proposals that do not have pricing evaluated will not be considered for award.

7.4 Price Evaluation Formula:
Criteria to be evaluated on a 100-point scale.

Proposals will be evaluated on the following:
- Project Cost   50 pts
- Overall project solution   30 pts
- Post-sale support   10 pts
- Complexity of installation   10 pts

7.5 The selected vendor will be contacted via email or phone after approval of the Board of Education.

8.0 AWARD

8.1 Please be advised that it is the policy of Putnam City Schools that all contracts be awarded on a strictly non-discrimination basis without regard to the race, gender or ethnicity of the vendor.

8.2 Vendor shall not begin work without a purchase order issued by the Putnam City Schools Information Technology Services Department.

8.3 Itemized invoice must be submitted to:

Putnam City Schools Information Technology Department,
ATTN: Betty Yates
5401 NW 40th Street
Oklahoma City, OK 73122

Invoices should include the PCS purchase order number and the ship to location where the goods and/or services were delivered. Invoices that do not include this information will be returned to the vendor. Separate invoices are required for each purchase order.

TRANSPORATION GPS TRACKING PROPOSAL PRICING FORM
APPENDIX A

List all applicable costs associated with your solution.

Proposal Pricing **per vehicle**:

      1. Hardware $_____

      2. Software/licensing/cell service/data connectivity $_____ /year

      3. Installation and Configuration $_____

      4. Three years maintenance, licensing and support $_____

      5. Training $_____

      6. Other   Describe_____ $_____

      Total Proposed Solution Cost per year $_____ / vehicle

Due to Oklahoma State law, all agreements are 1 year with optional renewals.

VENDOR INFORMATION FORM

RFP Name: 2019 TRANSPORATION GPS TRACKING SYSTEM

This form must be completed and returned with your bid if you are a NEW vendor to the district only.

1. Company Name: _____

2. Street Address: _____

3. City, State, Zip Code: _____

4. Primary Contact: _____

5. Telephone: (_____) _____

6. E-mail: _____

7. Company web site: _____

8. State tax identification number and state issued from: _____

9. State of Incorporation: _____

10. Have any conditions or restrictions been placed by the company on this proposal that would declare it non-responsive? Yes ☐ No ☐

11. Are you prepared to provide proof of insurance as required? Yes ☐ No ☐

12. Has your company ever been debarred from doing business with any federal, state or local agency? If yes, please provide details including agency name, date and reason for debarment. Yes ☐ No ☐

13. Has your company ever defaulted on a contract or been denied a bid due to non-responsibility to perform? If yes, please provide details. Yes ☐ No ☐