

# BOARD AGENDA ITEM

**TO:** Dr. Michelle Hubbard, Superintendent

**FROM:** Dr. Christy Ziegler, Chief of Student Services, Diversity, Equity, and Inclusion

**SUBJECT:** BOE Agenda Item – March 21, 2022  
Approval to Contract with Assisted Student Transportation for Alternative Student Transportation Services

**DATE:** March 21, 2022

## Overview

District staff recommend contracting with vendor Assisted Student Transportation for alternative student transportation services for an estimated three-year cost of \$5,405,322.

The District issued a Request for Proposal (RFP) for alternative student transportation services and received proposals from three vendors. A staff committee evaluated the proposals based on the vendors' respective experience and qualifications, proposed service approach, and proposed costs. Assisted Student Transportation ("Assisted") was the lowest cost, highest ranked vendor, and staff recommend contracting with Assisted.

The initial contract term would run from August 1, 2022 through July 31, 2025, with two annual options to renew in subsequent years as mutually agreed by both parties, for a potential maximum contract period of five years.

In the RFP, the District identified the need for a van fleet size of 22 vehicles for morning and afternoon service, and as part of its proposal, Assisted recommended an alternative hybrid model that would utilize some of these vehicles for full-day service. This hybrid model would allow for mid-day student transportation outside the morning and afternoon transportation schedule, provide a lower hourly rate for full-day vehicles, and the mid-day services would be utilized primarily for special education transportation.

District staff recommend utilizing 18 of the vehicles with the hybrid model, for an initial annual base cost of \$1,765,610; it is estimated that special education aid would reimburse the District approximately \$995,867 of this expense, with a net cost to the District of \$769,743. After reimbursement, the hybrid model costs would be approximately \$122,757 less than current District costs for these services.

Service costs would increase by 3% in years two and three of the contract. The estimated cost over the three-year contractual period is \$5,405,322; after reimbursement, the net three-year cost to the District is \$3,048,791. Also, a 3% expenditure contingency is requested to allow for changing fuel costs and other expenses.

Headquartered in Topeka, Kansas, with offices in Kansas City, Missouri, and Shawnee Mission, Kansas, Assisted has over 25 years of experience providing specialized student transportation, and has provided services to the District since 2011.

This expense would be funded with the operations budget and Title funds, with reimbursement from special education funds.