

WESTPORT BOARD OF EDUCATION
110 MYRTLE AVENUE
WESTPORT, CT 06880
203 341-1002

SPECIFICATION COVER SHEET
REQUEST FOR PROPOSAL (RFP)
#23-007-RFP

CONSULTING SERVICES – STUDENT TRANSPORTATION REVIEW

The Westport Board of Education reserves the right to waive technical defects in proposals, reject any and all proposals, in whole or in part, to make awards, in whole or in part, including accepting a proposal or part of a proposal, although not the low proposal, that in its judgment will be in the best interest of the Board and/or the Town of Westport, Connecticut.

The Westport Board of Education is exempt from the payment of Federal Excise Taxes and Connecticut Sales and Use Tax according to State Statute. Such taxes must not be included in RFP prices.

INSTRUCTIONS ON RFP DEADLINES AND REQUIREMENTS:

NAME OF RFP: CONSULTING SERVICES – STUDENT TRANSPORTATION REVIEW

TYPE OF RFP: Sealed RFP

RFP CLOSURE DATE: Received Until: DATE: August 24, 2022 TIME: 1:00 PM, at which time the RFPs will be publicly opened and read aloud:

LOCATION TO FORWARD RFP:	Elio Longo, Jr., Chief Financial Officer Westport Board of Education 110 Myrtle Avenue Westport, CT 06880
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RFP SECURITY: RFP Security Required _____ % RFP Security *Not* Required x

PREVAILING WAGE: Required _____ *Not* Required x

FORMS TO COMPLETE RFP: Submit two copies of the Specification Cover Sheet and RFP Specification Sheet(s) in a sealed envelope:

Identify Name of RFP on Envelope:

23-007-RFP - CONSULTING SERVICES – STUDENT TRANSPORTATION REVIEW

LENGTH OF TIME PRICES WILL BE HONORED: AS STATED IN SPECIFICATIONS

CONTRACT PERIOD: September 1 – October 7, 2022 (final report due)

I have read and understand the requirements of this Request For Proposal and certify the information submitted is true and complete:

Signature of Company Representative

Date

TYPED NAME AND TITLE: _____

COMPANY: _____

ADDRESS: _____ TOWN: _____ STATE: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

EMAIL: _____

WESTPORT BOARD OF EDUCATION

**Elio Longo, Jr.
Chief Financial Officer
110 MYRTLE AVENUE
Westport, CT 06880
203 341-1002**

**INVITATION TO RFP
23-007-RFP
CONSULTING SERVICES – STUDENT TRANSPORTATION REVIEW**

Notice is hereby given that sealed RFPs on the following will be received at the office of the Chief Financial Officer until:

August 24, 2022, 1:00 PM

at which time they will be publicly opened and read aloud.

Background

The Westport Public Schools projected enrollment for the 2022-2023 school year is 5,239 in-district students. The current configuration of the school system is as follows:

- 5 (five) grades K-5 elementary schools with enrollment ranging from 429 – 597 students per school;
- 2 (two) grades 6-8 middle schools with enrollments of 435 & 718;
- 1 (one) grades 9-12 high school with enrollment of 1,630;
- 1 (one) Preschool with approximately 76 students (housed at Coleytown Elementary School).

In addition, transportation services are provided to:

- 2 private schools located in Westport with enrollments of 78 & 26.

Note: Current district policy makes most students eligible for transportation services, however, actual ridership count differs from total eligible count.

The Westport Public Schools contracts with Dattco to provide this transportation utilizing approximately:

- 51 buses and vans (35 Type I, 16 Type 11)
- 134 runs/routes
- 1,821 bus stops

Public school start/end times are staggered (one half hour apart) to allow for each bus to run multiple tiers.

The Westport Public Schools also provides transportation for athletic and field trips for the 8 public schools.

Scope of Services

The Westport Public Schools is requesting proposals for a comprehensive review of Student Transportation services. Student transportation is an essential operation of the Westport Public Schools, and as such, subject to review to ensure the most safe, reliable, and efficient operations possible at the most inexpensive cost to the district.

The successful firm must meet the following objectives:

1. Evaluation of the transportation system, including policies and procedures, contracted services, vendor performance, software, technology (eg. apps), review of tiers, bus runs, bus stops, ridership, etc.
2. Comparison of costs of other school districts, to include a specific report illustrating the cost of Westport Public Schools transportation services as compared to those around the state of similar size/geographical area/operations.
3. Evaluation of current organizational structure and ability to meet the current and future needs of student transportation.
4. Identification of technology-based optimization solutions for cost and operations efficiency and savings opportunities.
5. Preparation of a written report of findings and recommendations.
6. Conduct one (1) public meeting to present results of findings and recommendations to the Westport Board of Education.

Submission Requirements

I. The proposal should include:

- a. A narrative section that addresses the following topics:
 - i. Proposed approach and overview of methods
 - ii. General work plan and timetable
 - iii. Qualifications of firm, including relevant prior experience
 - iv. Key personnel who will be involved in the project with resumes attached
 - v. Expectations of Westport Public Schools (see Scope of Services)
 - vi. Comprehensive pricing plan
- b. Attachments should include:
 - i. Three references (including name, affiliation, brief description of the project, and contact information)
 - ii. Two samples of consultant's reports from within the last five years

II. Due Date: Proposals must be received by 1:00 pm on Wednesday, August 24, 2022.

III. Number of Copies: One (1) electronic copy and three (3) paper copies.

IV. Address questions to:

Buffy Barry, Transportation Coordinator
203-341-1754
bbarry@westportps.org

V. Submit proposals to:

Elio Longo, Jr.
Chief Financial Officer
Westport Public Schools
Business Office; Rm 300
110 Myrtle Avenue
Westport, CT 06880

Envelope sealed and clearly marked: **23-007-RFP – CONSULTING SERVICES – STUDENT TRANSPORTATION REVIEW**

Method of Selection

Selection will be based upon demonstrated ability to conform to the scope of services described above. Preference will be given to the vendor that clearly demonstrates skill and experience in the evaluation and improvement of school transportation operations. The Board of Education reserves the right to reject any consultant/firm offering services which, in the Board's opinion, does not meet the standard or quality established by this information package. The Board of Education shall select the consultant/firm which it deems to be in the best interest of this audit and Westport Public Schools.

REQUEST FOR PROPOSAL SPECIFICATIONS
CONSULTING SERVICES – STUDENT TRANSPORTATION REVIEW
23-007-RFP

Due on or before **August 24, 2022, 1:00 PM** at the office of

Elio Longo, Jr.
Chief Financial Officer
Westport Board of Education
110 MYRTLE AVENUE
Westport, CT 06880

Sealed Proposals will be received by the office of the Chief Financial Officer, Westport Board of Education of the Town of Westport, Connecticut until 1:00 PM on August 24, 2022. Each response should be in a sealed envelope that is clearly marked (example) "**23-007-RFP – CONSULTING SERVICES – STUDENT TRANSPORTATION REVIEW**". **Only originals in a sealed envelope delivered to the office before the above date and time will be accepted.**

CONDITIONS FOR REQUEST FOR PROPOSAL

1. The Westport Board of Education reserves the right to waive technical defects in proposals, reject any and all proposals, in whole or in part, to make awards, in whole or in part, including accepting a proposal or part of a proposal, although not the low proposal, that in its judgment will be in the best interest of the Board and/or the Town of Westport, Connecticut.

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2. The Westport Board of Education reserves the right to grant an award in total or for any part thereof for the services for which proposals are requested. The Board reserves the right to award with preference to State of Connecticut contract holders and/or local vendors.
3. The submission of a RFP shall be conclusive evidence that the vendor has satisfied itself as to the requirements of the RFP specifications and any controlling conditions which may exist.
4. Vendors may not withdraw their RFP for a period of 120 days from the date of RFP opening. The Westport Board of Education and proposers may mutually agree to extend the time limit.
5. In determining the ranking of responsible vendors, the Westport Board of Education may consider, in its sole discretion, in addition to price, the quality, availability and type of service, the experience of the vendor, the sufficiency of the financial resources of the vendor and the reputation of the vendor for ability, integrity, judgment and performance, as well as the ability of the vendor to provide future service/supplies/equipment.
6. The Board of Education of the Town of Westport supports efforts to reduce the use of illegal drugs in the workplace. In instances where responsible prospective vendors submit identical tie RFPs, preference shall be given to the businesses with drug-free workplace programs. Whenever two or more RFPs which are equal with respect to price, quality, and service are received by the Board of Education for the procurement of commodities or contractual services which are proposed, a RFP received from a business which has certified that it has implemented a drug-free workplace program shall be given preference in the award process. The drug-free workplace program certification is attached and is to be submitted with the RFP package by the vendor along with other RFP documents in order to receive preference. This policy shall become effective in accordance with the provisions of the Charter of the Town of Westport regarding RFP/BID procedure.

7. **QUESTIONS:** For questions regarding the RFP, contact Buffy Barry at bbarry@westportps.org. Only written addendums to the RFP issued by the Board of Education shall amend the terms of this RFP.

NOTE: By responding to this RFP, the proposer agrees that any or all past clients may be contacted by the Westport School System. The vendors responding to this contract also agree to release and discharge by responding to this contract for the vendor him/herself/itself, its successors, his/her heirs, executors, administrators and assigns, release acquit and forever discharge the Westport School System, its Board of Education and all officers, employees and agents and any or all other persons, firms and corporations of and from any and all actions, causes of actions, claims or demands for damages, costs, loss of services, expenses, compensation, consequential damage or any other thing whatsoever, on account of, or in any way growing out of any former client contacted by the Westport School System to obtain an opinion regarding any work performed by your company. The above release shall also include and apply to any former client contacted.

DRUG-FREE WORKPLACE CERTIFICATE

I hereby certify that this company:

1. Has a published statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and that this statement specifies the actions which will be taken against employees for violations of such prohibition.
2. Has a written policy informing employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free workplace, any available counseling, rehabilitation, and employee assistance programs, and the penalties which may be imposed upon employees for drug abuse violations.
3. Each employee engaged in providing the commodities or contractual services which are being proposed was given a copy of the statements specified in paragraphs 1 and 2, above.
4. In the statement specified in paragraph 1, the employees have been notified that, as a condition of working on the commodities or contractual services which are proposed, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of "guilty" or of "nolo contendere" to any violation of any controlled substance law of the United States or of any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
5. This firm will impose a sanction on or require the satisfactory participation in a drug abuse assistance program or a rehabilitation program, if such are available in the employee's community, by any employee who is so convicted.
6. This firm will make a good faith effort to continue to maintain a drug free workplace.

As the person authorized to sign this statement, I certify that this firm fully complies with the above requirements.

Signature: _____ ***Date:*** _____

Print Name: _____

Company: _____