



# CECIL COUNTY PUBLIC SCHOOLS PURCHASING OFFICE

GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER  
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*Serving Learners, Families, and the Community*

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**November 20, 2024**

## **ADDENDUM #1** **CCPS RFP 25-05: Transportation Routing Software**

**To: Prospective Proposers**

**From: Daniela Dunlap, Purchasing Agent**

This Addendum #1 is to answer questions received on or before noon, November 15, 2024, and to change submission requirements.

**CHANGE:** BID FORM on page 46

**NEW:** Rename and replace page 46 with Proposal Signature Form attached to this Addendum which also includes the requirement of submitting VPAT and SOC2 reports.

**NEW:** Please note the additional requirement of VPAT and SOC2 reports to be included in the proposal submission: add to Section Q of the Technical Specifications on page 28.

CCPS RFP #25-05: Transportation Routing Software

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**Q. To be returned with the Proposal submittal:** The following must be returned as an offer complete with original authorized signatures, One (1) original Proposal and five (5) paper copies.

- Technical Proposal (1 Original & 5 Paper Copies, 1 Redacted Copy on Flash Drive)
- Price Proposal (1 Original & 5 Paper Copies, 1 [Redacted] Copy on Flash Drive)
- Offer and Acceptance form
- Anti-Bribery Affidavit
- Plan for Utilization of Minority (If available)
- Certification Regarding Debarment
- Non-Collusion Affidavit
- References
- Registered Sex Offender Certification and Criminal Background Check
- Proposal Signature Form
- SOC 2 and VPAT

**CHANGE/STRIKE:** Requirement of secondary backup site. Page 32. Section 10.c. of Technical Requirements.

**REPLACE WITH:** c. ~~Requires a hot secondary backup site for 24/7 access.~~ Must provide a comprehensive backup solution to ensure integrity, security, and availability of critical data. Vendor must state their established Service Level Agreement (SLA).

Question 1: Can you please confirm that the "Proposal Signature Form" is the form located on page 52 of the *CCPS RFP# 25-05: Transportation Routing Software* PDF?

Answer 1: The Proposal Signature Form is on Page 46 titled Bid Form. Please use the new form included in this Addendum to replace page 46. The form located on page 52 is the signature form of Exhibit A - Sample of the CCPS Data Security Agreement.

Question 2: The 'Bids/Proposals must be submitted per item/service as specified on the Bid/Proposal Price Form.' However, this form is not included in the RFP. Could you provide the form, or confirm if vendors can submit pricing in their own format?

Answer 2: The proposal response format specified in the Technical Specifications starting on page 23 takes precedence over the general conditions. Please submit your proposal according to the instructions in the Technical Specifications.

Question 3: Does the school district use a feeder system?

Answer 3: Cecil County Public Schools does use a feeder system.

Question 4: If a feeder system is used are buses assigned to specific feeders or do they cross between feeders?

Answer 4: Buses can cross between feeders.

Question 5: Are there current instances where during one bus run students are picked up or dropped off for multiple schools?

Answer 5: Elkton High School and Elkton Middle School share buses. Therefore, the high school students are dropped first and then the buses proceed to the middle school. Bohemia Manor High School and Bohemia Manor Middle School share buses, but the schools are located on the same campus.

Question 6: Are buses preassigned to specific schools or any bus can be assigned to any school during the routing process?

Answer 6: In theory, a bus can be assigned to any school during routing. Since CCPS is mainly a contractor based system, the location of the contractor does influence bus assignments.

Question 7: Is the school district currently using a routing system? If yes, what system?

Answer 7: CCPS is currently using Busology Tech.

Question 8: Page 4 of the RFP – Data Reporting requires all vendors to submit a VPAT, SOC2 Report and Data-Sharing Agreement. Can you please clarify if the intent of this section of the RFP is for vendors to include these reports/documents with our technical proposals?

Answer 8: VPAT and SOC2 must be submitted with the RFP. We would like to better understand the controls in place to satisfy compliance questions we'll be asked, and show vendors' level of commitment to data governance with respect to client data. The Data-Sharing Agreement will not need to be signed until after the award is made. However, any exceptions to the Data-Sharing Agreement must be submitted in writing at the time of proposal submission.

Question 9: I see a copy of the data-sharing agreement as Exhibit A. Can you please advise/provide more clarity on the VPAT?

Answer 9: Please see this page for a better understanding of what the VPAT is and its intended purpose: [https://en.wikipedia.org/wiki/Voluntary\\_Product\\_Accessibility\\_Template](https://en.wikipedia.org/wiki/Voluntary_Product_Accessibility_Template)

It is trademarked by the Information Technology Industry Council, which has resources here: <https://www.itic.org/policy/accessibility/vpat>.

The Maryland Department of Education requires us to address elements of Section 508 accessibility with this methodology.

Question 10: Pg 5 – Exceptions to Terms and Conditions; A bid/proposal that takes exception to a material requirement of any part of the solicitation including a material term and condition may be considered a non-responsive bid/offer and unable to be awarded. Can CCPS provide a list of the material requirements or terms and conditions that would result in being considered a non-responsive bidder/unable to be awarded?

Answer 10: A material requirement is one that is essential to the objectives of the solicitation, to the fair evaluation of proposals, or contractual obligations if selected for the project. CCPS provided the requirements in the RFP document. Please submit a formal proposal along with the required forms.

Question 11: Please explain CCPS' expectations on functionality between the parent application and the proposed routing solution? Please provide specific features and/or requirements.

Answer 11: The routing software must fully integrate with the WheresTheBus Parent App through an automated process that is coordinated with the CCPS database, Powerschool.

Question 12: CCPS is requesting references for projects completed in the last 18 months, will CCPS accept references for projects completed within the last 3 years?

Answer 12: We prefer that the references are from the last 18 months but will accept references within the last 3-years if references for the preferred period are not available.

Question 13: RFP states CCPS utilizes 167 total vehicles including buses, and alternative vehicles. Please provide the number of buses and alternative vehicles.

Answer 13: 163 Buses and 4 ASVs (Alternative School Vehicles).

Question 14: How many AM and PM runs do you service daily? How many of these runs are special needs runs?

Answer 14: CCPS currently has 139 daily bus runs (routes). Only 4 runs are strictly special needs.

Question 15: Are your PM runs typically a mirror of your AM runs?

Answer 15: Yes

Question 16: CCPS states bus runs can be combined trips AM and PM. Please explain more thoroughly.

Answer 16: CCPS has 139 daily routes. Each route consists of AM and PM runs.

Question 17: Of the 14,940 students you transport, please provide the number of general education students and special needs?

Answer 17: With the exception of 4 bus routes and 1 ASV, all buses are operated in a heterogeneous manner.

Question 18: Please explain CCPS' routing criteria.

Answer 18: Please see CCPS Policy EEAB-RA, School Bus Scheduling and Routing. The policy can be found in Board Docs <https://go.boarddocs.com/mabe/cecil/Board.nsf/Public>.

Question 19: Please list the additional counties you transport within.

Answer 19: In MD we transport to Baltimore, Harford, Caroline, Kent, Carroll, Frederick, Baltimore City, and Queen Anne's counties, in PA: Chester, York, Lancaster, and in DE: New Castle.

Question 20: Pg. 27 N. Billing and Payment. Can CCPS please explain the intention of the percentage breakdowns?

Answer 20: .The intent is to align payments with work completed. Milestone settings and percentages may be negotiated. Invoice terms of Net30 are non-negotiable.

Question 21: CCPS requires mail-in responses and states on page 3, addenda can be provided up to 5 days prior to the due date. CCPS also requires that we acknowledge receipt of addenda in our response. Due to the mail-in delivery we would prefer to ship our response earlier than 5 days prior to the due date to ensure on-time arrival. Would CCPS consider closing addenda prior to December 7th with the requirement of acknowledging receipt of any posted addendum? If not, what is the recommendation from CCPS?

Answer 21: No. If CCPS initiates material changes to the RFP with an addendum 5 days before the due date, CCPS will change the submission date.

Question 22: Pg. 32, 10.c. – States 24/7 access to a backup site. Can CCPS please define expectation and use cases for this? Would the ability to load a backup from a given point in time satisfy this requirement?

Answer 22: REPLACE WITH: c. ~~Requires a hot secondary backup site for 24/7 access.~~ Must provide a comprehensive backup solution to ensure integrity, security, and availability of critical data. Vendor must state their established service level agreement (SLA).

Question 23: Pg 32, 10.d. - Messaging integration through Google SMTP. Please clarify details of expected integration and use cases.

Answer 23: If the product requires communication through an SMTP relay it must be compatible with Google's SMTP relay to avoid message failure.

Question 24: Please thoroughly explain CCPS expectations for implementation of a trial period of April 1st, 2025.

Answer 24: CCPS plans to run its current software simultaneously with the chosen software to identify differences and potential problems.

Question 25: Please explain in detail what fully operational means to CCPS by July 1st of 2025.

Answer 25: CCPS begins routing for the upcoming school year on July 1. The system needs to be fully integrated and operational by this date.

Question 26: 17. How many users will require training on the following roles and modules? • Routers • Dispatchers • Parent application administrators • AVL

Answer 26: 8

Question 27: Does CCPS have a unique price/cost proposal form to include with the price proposal?

Answer 27: No.

Question 28: Can CCPS provide in CSV file format for the following: pre-approved bus stop addresses, bus stop classifications, boundaries (walk, hazard, district, etc.) school buildings with addresses, bell times, programs, walk to stop limits per school and grade, employees, vehicles, vehicle features, students, student accommodations? Please list any other CSV files CCPS can provide to be utilized in implementation.

Answer 28: From PowerSchool, the following can be provided in CSV file format: Current bus stop addresses, school building info, bell schedules, and students.

Question 29: Pg. 4 – Data Reporting requires all vendors to submit a VPAT, SOC2, and Data-Sharing agreement within our proposals. Is there a copy of the VPAT form, or further instruction CCPS can provide for this form?

Answer 29: See answer to question 9.

Question 30: We provide copies of our SOC2 report through a secure and encrypted process that would happen outside of this proposal. Will CCPS Purchasing be the point of contact to discuss our procedure for providing this form?

Answer 30: The SOC2 report is part of the proposal submission. Please mark it as confidential.

Question 31: In one section of RFP, it states exceptions should go in the transmittal letter and in another part of the RFP, it states they must be attached to the Offer and Acceptance Form. Could the district please clarify where they would like any exceptions to be included in the response?

Answer 31: Please include them in your Technical Proposal as outlined on page 25.

Question 32: Regarding Exhibit A - Student Data Sharing Addendum, is it the district's expectation that this be signed or is it just to provide what would be required of the awarded bidder and we can note any exceptions we have in our response?

Answer 32: The Data-Sharing Agreement will not need to be signed until after the award is made. Any exceptions to the Data-Sharing Agreement must be submitted in writing at the time of proposal submission.

Question 33: Has the district viewed product computerized bus routing and or attendance planning software product presentations from any routing software vendors within the past nine months? If so, what products were viewed?

Answer 33: No.

Question 34: Regarding your 167 vehicles, could the district please break them out by route busses, spares, special needs vans, shuttles, etc.

Answer 34: We have 139 route buses and 3 Alternate School Vehicles. We do not have special needs vans or shuttles.

Question 35: How many vehicles are currently equipped with the CalAmp GPS technology?

Answer 35: All CCPS Transportation vehicles.

Question 36: How many total drivers does the district have?

Answer 36: CCPS has 139 regular bus drivers and 3 ASV drivers. There are numerous substitute drivers.

Question 37: Of your 14,940 students transported: a. Number of Regular needs students? b. Number of Special needs students?

Answer 37: See answer 17.

Question 38: How many total students are enrolled?

Answer 38: 14,873 as of today's date.

Question 39: How many tiers is the district currently operating under?

Answer 39: Tiers? This is not a term that CCPS uses. However, if referring to bus runs, CCPS completes separate secondary and elementary school runs in the AM and PM.

Question 40: For home-to-school transportation, are students only transported within Cecil County or additional counties as well?

Answer 40: See answer 19.

Question 41: How many buses operate daily for general education students?

Answer 41: With the exception of 4 bus routes and 1 ASV, all buses are operated in a heterogeneous manner.

Question 42: Please explain the route structure for your bus runs. Are you picking up K-12 all in one bus run? Do you pick up high school students and drop them off, then pick up middle school students and drop off, and then elementary school?

Answer 42: CCPS completes separate secondary and elementary school runs in the AM and PM.

Question 43: What is the total number of individual runs/trips performed by all general education buses in the morning? 1. (Example: If 15 vehicles do a High School / Middle School run, then 17 vehicles do an Elementary run, that would be 32 AM runs/trips total.)

Answer 43: This is not the structure that CCPS uses.

Question 44: How many general education runs/trips in the afternoon?

Answer 44: See answer 41.

Question 45: Are the afternoon bus runs essentially a 'mirror' of the morning runs? (Same core stop locations? Buses generally run in the same area AM & PM?)

Answer 45: Yes, but not in the same stop order

Question 46: How many special needs runs are operating in the morning? How many in the afternoon?

Answer 46: See answer 41.

Question 47: Is it the district's intent that district staff will implement the district's data, including routes, stops, schedules, geocoding & map editing, and implementation of related data during the training process or does the district expect the vendor will implement the districts data, including routes, stops, schedules, geocoding & map editing, and related data?

Answer 47: The intent is for the vendor to implement all related data so that district staff would be able to train using actual CCPS data.

Question 48: 1. How many unique users would require training with full access to the following Modules: Routing: Parent App/Portal:

Answer 48: 8

Question 49: How many unique users (separate from above) would require training with limited or read only access to the following modules? Routing: Parent App/Portal:

Answer 49: No users with limited access are needed, only 8 full-access users need training.

Question 50: What solution, if any, is currently used for fleet management?

Answer 50: CCPS is not looking for fleet management.

Question 51: Are there any systems you require integration with, such as fuel management?

Answer 51: CCPS does not use fuel management. Please refer to the RFP document for any system integration requirements.

Question 52: Does the District intend to purchase a fleet maintenance software system? If so,  
a. How many staff members will need training on the fleet maintenance system?  
b. What is the goal date for implementation?

Answer 52: No.

Question 53: What solution, if any, is currently used for field trip requests? Is the district interested in Alternative field trip software solutions?

Answer 53: CCPS is not interested in field trip software at this time.

Question 54: Is it the intent of the RFP that the vendor's response includes a cost proposal for tablets in addition to GPS hardware?

- a. If yes, would the district be interested in turn-by-turn navigation for drivers?
- b. If yes, is the district interested in RFID scanners for students to swipe on and off the bus?
- a. If yes, how many vehicles would you plan to equip with RFID scanners?
- b. If yes, how many vehicles would you plan to equip with tablets?
- c. If yes, would you be looking for the vendor to install the tablets? Would any old tablets or hardware need to be removed by the vendor as well?

Answer 54: No. The proposed software must be able to integrate with the current GPS monitoring system Cal-Amp.

Question 55: How many total students are in the school district?

Answer 55: See answer 38.

Question 56: How many students are eligible for transportation services?

Answer 56: See answer 38.

Question 57: How many buses are in the district?

Answer 57: See answer 13.

Question 58: Are the buses district owned or contracted?

Answer 58: Both

Question 59: It is understood that the district already utilizes CalAmp GPS units and the WheresTheBus Parent App. Is there any need for any additional on-board technology to be submitted with the RFP response?

Answer 59: No

Question 60: If the existing routing software is chosen, will any additional training be needed?

Answer 60: Yes

Question 61: Does your current PowerSchool implementation include a RESTful API?

Answer 61: Yes.

Question 62: Regarding your existing IoT solutions, such as CalAmp and WheresTheBus, do they support RESTful APIs? If not, will you be willing to integrate them with our existing modules to enable comprehensive functionality?

Answer 62: CCPS will not commit to a decision on integration at this time. CCPS provided the requirements in the RFP document. Please submit a formal proposal along with the required forms on or before the time and date indicated in the RFP document.

Question 63: Does CCSD Transportation currently utilize any hardware such as tablets, GPS devices, or card readers? If not, do they plan to implement these within the next five years? (If they do currently utilize tablets or other hardware devices, what type are they?) -This is partly in relation to the Performance of Work Statement #2: Identifying the location of students and Organizing up-to-date information on bus drivers, bus attendants, and school bus vehicles.

Answer 63: Yes, CCPS utilizes hardware on a limited number of buses.

Question 64: 2. Performance of Work Statement #7: Is the school locator and bus route information tool intended for use only by the transportation department or for the general public as well?

Answer 64: Transportation Department and school staff

Question 65: The RFP mentions that integration with CalAmp for GPS is required. Is CCPS considering or open to bringing in a different GPS service through this procurement? If so then we would be happy to include that in our proposal.

Answer 65: CCPS provided the requirements in the RFP document. Please submit a formal proposal along with the required forms on or before the time and date indicated in the RFP document.

Question 66: The RFP also mentions a parent app. Is the district open to bringing in a new parent app and if so, would CCPS like to add student ridership tracking and possibly a driver app as well? This would require additional hardware for the school buses, and we can provide clarity on this in our response as well.

Answer 66: See answer 65.



Question 67: Is CCPS open to allowing for an online submission of the proposal documents or only through the mail service or in person?

Answer 67: No fax or electronic submissions are allowed. Only submissions via mail service or in person received on or before the time and date indicated in the RFP Document are allowed. No exceptions will be made.

Proposers and related parties will be responsible to have read and understand all documents, the scope of work, addenda, and all related solicitation documents issued. These documents will become attached to and a part of the solicitation and award of the bid contract.

**Acknowledgment of Addenda**

I/We acknowledge receipt of the following Addenda (if issued):

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_

**\*Note: Proposer must sign and submit Addenda with the proposal submission. The same person signing the Addenda acknowledgment(s) must sign the Bid Form.**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature / Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Printed / Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email and Telephone

**CECIL COUNTY PUBLIC SCHOOLS  
201 Booth Street Elkton, MD 21921**

**RFP #25-05: TRANSPORTATION ROUTING SOFTWARE**

**PROPOSAL SIGNATURE FORM**

The undersigned, having carefully examined the Contract Documents, having visited the site and examined all conditions affecting the work, and having received clarification of all items of doubt, and all addendums listed below, uncertainty or possible conflict, the undersigned hereby agrees to furnish all plant, labor, materials, supplies, equipment, tools, transportation, permits, services and other facilities necessary for the **RFP #25-05: Transportation Routing Software** as required in strict accordance with the contract documents and all applicable local, state and federal regulations. **Submit along with your proposal the CCPS documents listed below as follows:**

I/We attach the following items as indicated below by the Owner with an "X"

- Technical Proposal (1 Original & 5 Paper Copies, 1 Redacted Copy on Flash Drive)
- Price Proposal (1 Original & 5 Paper Copies, 1 [Redacted] Copy on Flash Drive)
- Offer and Acceptance form
- Anti-Bribery Affidavit
- Plan for Utilization of Minority (If available)
- Certification Regarding Debarment
- Non-Collusion Affidavit
- References
- Registered Sex Offender Certification and Criminal Background Check
- Proposal Signature Form
- SOC2 and VPAT Report

As the duly authorized representative of the Contractor to make this agreement on behalf of the Contractor for which I am acting, I hereby declare that I have carefully examined the documents. I have received clarification on all items upon which any doubt arose, understand that all these form a part of the contract, and agree to complete all work as required to the satisfaction of Cecil County Public Schools.

**Acknowledgement of Addenda**

I/We acknowledge receipt of the following Addenda (if issued):

Authorized Signature \_\_\_\_\_

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_ Addendum # 4 \_\_\_\_\_

\*Note: Bidder must sign and submit Addenda with the proposal submission. The same person signing the Addenda acknowledgement(s) must sign the Bid Form.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature / Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name Printed / Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Representative Name & Email