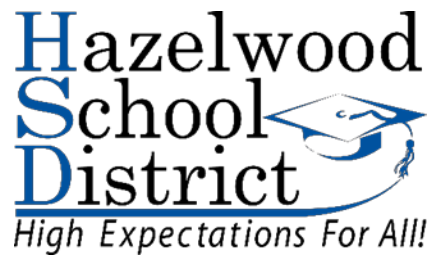


Hazelwood School District  
Request for Proposal  
RFP: Transportation Routing Software  
October 15, 2019

Due:  
November 6, 2019

Time:  
10:30 a.m. CDT



## **1.0 Purpose**

The Hazelwood School District is seeking proposals for Transportation Routing Software to be used and managed by the Hazelwood School District Transportation Department. The selected software must integrate with existing (SIS) Student Information System. Currently the Hazelwood School District (“District”) operates approximately 115 buses. The selected software will manage between 85 and 95 routes. The Transportation Department transports about 10,000 students per day, which include extra-curricular events transporting students to sporting, and other academic afterschool activities.

## **2.0 Background**

With a population of approximately 18,000 students in grades Pre-School-12, the Hazelwood School District is the second largest school district in the St. Louis Metropolitan Area; the District extends from highway 70 on the west and the highway 270 bridge on the east, covering 78 square miles, an area larger than the City of St. Louis. Our northern and southern boundaries are the two Great Rivers, the Missouri and the Mississippi, and highway 270.

The District includes the communities of Hazelwood, Black Jack, and Spanish Lake; a large section of the city of Florissant; portions of the cities of Bridgeton, Bellefontaine Neighbors, and Ferguson; and several square miles of unincorporated St. Louis County.

The District’s physical plant currently includes three high schools, six middle schools, twenty elementary schools, three early childhood education centers, an administration building, a support services facility (Transportation-Maintenance-Warehouse- Food Service), a family support center, and Outreach Facility.

### 3.0 General Conditions

1. The District may award a contract based upon the initial Proposals received without discussion of such Proposals. However, the District may select a small number of Companies to make a presentation/attend an interview at the Company's own expense. Notification will be given to qualified proposer'
2. The Company must submit One (1) original copies of the Proposal in a sealed envelope plainly labeled "Transportation Routing Software" and an electronic version of the proposal formatted as a single Adobe PDF file (on USB drive). Alternatively, electronic (e-mail) offers will be considered in response to this RFP, however they should not be sent prior to November 6, 2019. In addition, the district is not responsible for any server or other errors that delay or block transmission of an electronic response. Proposals must be submitted **by 10:30 a.m. CDT November 6, 2019.**
3. The District is not responsible for lateness or non-delivery by the US Postal Service (USPS) or any other carrier to the District. The time and date recorded by the District shall be the official time of receipt.

All Proposals will be addressed and delivered to:

**Hazelwood School District Business Office**  
**"Transportation Routing Software"**  
**Attn: Christopher Norman, CFO**  
**15955 New Halls Ferry Road**  
**Florissant, MO 63031**  
**cnorman@hazelwoodschools.org**

4. The information presented in the RFP is not to be construed as a commitment of any kind on the part of the District. There is no expressed or implied obligation for the District to reimburse responding firms for any expense incurred in preparing Proposals in response to this request.
5. The District reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The District, in its sole discretion, will determine whether an irregularity is minor.
6. The District reserves the right to decline any or all Proposal submissions, or to cancel the RFP call, in whole or in part, at any time prior to making an award, for any reason, or no reason, without liability being incurred by the District to any Company for any expense, cost, loss or damage incurred or suffered by the Company as a result of such withdrawal.
7. While the District has used considerable efforts to ensure an accurate representation of information in this RFP document, the information contained herein is contained solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP document is intended to relieve proposers from forming their own opinions and conclusions in respect to the matters addressed in this RFP document.

8. No oral interpretation will be made to any Company as to the meaning of the RFP. Any oral communication will be considered unofficial and non-binding on the District. Unauthorized contact by the Company with other District employees or Board members regarding the RFP may result in disqualification. Requests for interpretation must be made in writing to the Chief Financial Officer no later than 3:30 p.m. October 30, 2019, **at the following e-mail address at [cnorman@hazelwoodschoools.org](mailto:cnorman@hazelwoodschoools.org)**. Any information given to a Company concerning the RFP will be furnished to all Companies as an addendum to the RFP if, in the District's sole discretion, such information is deemed necessary to all Companies in submitting Proposals on the RFP, or the lack of such information would be prejudicial to uninformed Companies. The Company should rely only on written statements issued by the District in the form of an addendum to the RFP. After the submission of the Proposal, no complaint or claim that there was any misunderstanding will be entertained.
9. Proposals may contain data that the Company does not want used or disclosed for any purpose other than evaluation of the Proposal. The use and disclosure of such data may be so restricted, provided the Company marks the letter of transmittal of the Proposal with the following statement: **"Technical data contained on pages \_\_\_\_\_ and \_\_\_\_\_ in this Proposal furnished in connection with the Request for Proposal of the Hazelwood School District shall not be used nor disclosed except for evaluation purposes, provided that, if a Contract is awarded to this Company as a result of or in connection with the submission of this Proposal, Hazelwood School District shall have the right to use or disclose technical data to substantiate the award of a Contract."** The above restriction does not limit the District's rights to use or disclose without the Company's permission any technical data obtained independently from another source. Proposals shall not contain any restrictive language different from the above statement. The District assumes no liability for disclosure or use of unmarked technical data and may use or disclose the data for any purpose.
10. The District reserves the right to hold negotiations in an attempt to clarify and qualify terms of any Proposal. The District reserves the right to negotiate final contract terms with any Company, regardless of whether such Company was interviewed or submitted a best and final Proposal.
11. The District reserves the right to withdraw the award to a successful Company within 30 days of the award if, in the opinion of the District, the successful Company is unable or unwilling to enter into a form of contract satisfactory to the District. The District shall be entitled to do so without any liability being incurred by the District to the Company.

12. In the event of a conflict between the Proposal and the RFP, the District shall resolve any inconsistency in favor of the RFP. Additionally, the District shall in good faith decide all inconsistencies and/or disputes pertaining to the RFP and the Proposal. The Company agrees to abide by the decisions of the District. Any ambiguity in the Proposal because of omission, error, lack of clarity or noncompliance by the Company with specifications, instructions and all conditions of bidding shall be construed in the favor of the District.
13. All of the terms and conditions of this RFP are deemed to be accepted by the Company and incorporated into the Company's Proposal submission. The terms and conditions stated in this RFP and the successful Company's response to this RFP shall be incorporated into the contract between the District and the successful Company.
14. Termination for Cause: In the event the successful proposer, through any cause, should fail to fulfill the agreed upon obligations in an effective and timely manner, the District shall have the right to terminate the contract for cause by specifying reasons and the date of termination in written notice to the selected vendor at least thirty (30) days prior to termination date. The Hazelwood School District also reserves the right to procure the articles or services from other sources and hold the defaulting vendor responsible for any cost incurred.

#### **4.0 Proposal Format**

1. Proposals must be concise and organized. Proposals shall be limited to ten (10) pages; not including the letter of transmittal, executive summary, attachments required by the District or personnel resumes.
2. The Proposal shall include a Letter of Transmittal that provides an introduction to the Company and includes an expression of the Company's ability and desire to meet the requirements of the RFP. The Letter of Transmittal should be under the signature of a Company officer.
3. The Proposal shall include an Executive Summary that briefly describes the Company's approach to meeting the District's requirements as outlined in the RFP, indicates any major requirements that cannot be met, and highlights the major features of the Proposal. The executive summary must be no longer than three (3) pages. The reader should be able to determine generally how well the Proposal meets the District's requirements by reading the Executive Summary.

## 5.0 Organization, Staffing and Qualifications

- a. Include names, titles and specific responsibilities of team members. Clearly indicate the Company's prior experience in school district Transportation Routing Software projects.
- b. Give the address of the specific office which will have responsibility for performing the work.
- c. List the qualifications of personnel by discipline presently employed, as of the date of this Proposal, at the office specified above. If personnel is qualified in several disciplines, list the personnel only once under their primary discipline. Clearly indicate prior experience in school district Transportation Routing Software projects.
- d. Provide résumés for all personnel who will have major project responsibilities. Each résumé must include: (i) name and title, (ii) the project assignment or role that the person will fulfill in relation to this project, (iii) the years of relevant experience with the Company, (iv) the academic degree(s) achieved, the discipline covered and the year achieved, (v) professional registrations, field of registration and year acquired and (vi) a synopsis of experience, training or other experience which reflects upon the individual's potential contribution to this project and clearly indicating their prior experience in school district Transportation Routing Software projects.
- e. Through narrative discussion, show reason why the Company believes it is especially qualified to undertake this project. Discuss any unique qualifications that the Company possesses which would be of a benefit to the District in the execution of this project.
- f. List recent examples of the Company's school Transportation Routing Software project experience during the last five (5) years. For each project, indicate the name of school district, contact person, and phone number.
- g. Include references from other School Districts with name, address and phone number of contact person. Only include references for which the Company has completed projects in the past five (5) years.

## 6.0 Specifications for Routing Software – Scope of Work

The successful vendor must be able to meet the following Transportation Routing Software requirements:

### Operating System:

- a. The routing system must operate in 2016 server or newer.
- b. Must run on the VMware environment on the Hazelwood School District premises.
- c. The system must be able to use an SQL database and not a proprietary database.
- d. The system must be capable of Microsoft AD integration.

### Technology:

- a. This system must be a Geographic Information System, not using any proprietary mapping technology.
- b. Mapping and database technologies must be fully integrated, not requiring synchronization, re-indexing, or other routing procedures between.
- c. The system must be able to export reports to Microsoft Word, Excel, HTML, and text.
- d. The system must be able capable of exporting student stop and route data to Google Earth.
- e. It must be able to be viewed by tablets, such as the iPad.

### Geographic Information System (GIS) Mapping

- a. The system must use countrywide maps not just HSD maps. In addition to St. Louis County, the district transports students to Jefferson, St. Charles, Lincoln and Warren Counties in Missouri, St. Louis City, and Madison and St. Clair counties in Illinois.
- b. Must be able to use satellite or Orthographic GIS map data within all maps in the routing system.
- c. The system must be able to use Tax Parcel data or structure point data to assign each address a longitude and latitude or geocode.
- d. The system must allow users to adjust address point or tax parcel in Map Editing or a similar mode.
- e. The system should offer a one-click link to Google Street View.
- f. The user must be able to update GIS Map Data when necessary.
- g. Map editing must be integrated and not require a separate or external software package.
- h. The user must be able to zoom into a location when required.
- i. The map must be able to be moved by cursor when needed.

### Routing Algorithms

- a. The system must use intuitive routing methodology and not only mathematical or algorithmic formulas or functions for route construction.
- b. Two alternative routes must be generated for each trip, one that is fastest and one that is shortest.
- c. Stop Sequence Optimization - the ability to adjust the sequential order of the stops on the bus route using a selected criteria or creating a new trip in a selected geographic criteria must be included.

- d. User must be able to manually change speeds, stop times, and load times in order to adjust actual minutes between stops on a bus route when system calculations are deemed incorrect.
- e. The user must be able to manually edit or write directions to fit actual roads on route.
- f. The system must not require inputting of speed limits, hazard areas, turn areas, or similar map attributes to operate or generate driving directions and stop times. These items should be automatically downloaded with mapping of area.

#### Routing Map Functionality

- a. Stop times, speeds, and directions should be able to be adjusted manually by the user for each route; adjustments should not be an overall change within the system which effects all routes.
- b. The user must be able to see all students on a route at the same time and not just one at a time.
- c. System must allow for dual bus assignments for students who utilize multiple buses due to shuttling, custody arrangements, or daycare situations.
- d. The user must be able to see all transportation eligible students who are assigned and not assigned to a route. User must also be able to see students who reside in areas that are less than a mile from school but, who reside in hazardous zone areas and are qualified for transportation.
- e. The system must be functional for creation and maintenance of special needs routing, vocational routing, and other types of specialty routing such as out-of-district and multiple-school drop offs.
- f. The user should be able to click on existing part of the route and as he/she clicks on another point the software should redirect accordingly.
- g. The system must visually indicate which students are assigned to each stop, showing user defined boundary.
- h. If the user turns on automation, the system will assign new students to each stop as they move into the stop's area. System must also alert user to ridership loads which exceed designated load limits.
- i. The user must be able to loop up any group of student on the map for placing onto route or moving from one route to another.
- j. The system must have a point and click distance measurement capability in order to determine walk-to-stop distance or distance between stops.

#### Data Manipulation and Reporting

- a. The system should have an initial reminder/task screen that brings key information to the user's attention immediately upon starting the program, such as showing students which need to be assigned or removed from bus routes.
- b. The system must, as part of internal capabilities, be able to manipulate information in spreadsheet form when specific criteria is asked. Must also be able to send these reports to recipients' email addresses.



- c. The user should be able to define data, sort data, sub-sort, and save data as required based on specific queries.
- d. User should be able to copy/reverse routes as needed to accommodate needs/changes necessary to bus routes with system toolbar options.
- e. A public web application where a student's zoned school can be located by entering their address. Additionally, a report that can determine next year's school based on current address must be included in the system.
- f. The system must have analytics capability to analyze peak usage and use "what if" scenarios for testing fuel savings with alternate routes.
- g. The user, to compare fuel savings, must be able to reduce the default setting for walk-to-stop distance.
- h. The system must come with library of pre-defined reports with concern to students, staff, routes, and schools.
- i. The user must be able to add or modify street addresses/house numbers as needed.
- j. Permit user edits to boundaries when necessary.
- k. The user must be able to accommodate new streets and/or housing developments not yet on commercial maps.
- l. The ability to edit students' data as required from multiple databases and flexible school/residency information.
- m. Allow for multiple routing including current year routing and upcoming year routing.
- n. Make the user aware of any conflicts between a student's special needs requirements or loading requirements and the equipment, bus, or route assigned.
- o. The system will provide a method to update enrollment transactions to the bus routing system.

### General Functionality

- a. The system must have a redistricting and boundary planning functionality for manipulating school attendance zones.
- b. The system must be able to analyze non-eligibility zones that establish walk zones for each school based on district criteria.
- c. Field trip management functions and a browser functions to process field trip requests must be included in the software package.
- d. This functionality must be capable of automatic and manual integration with the HSD's main student information system, SIS K12, and the Transportation Department's automated phone call system, Black Board, via a HSD in-house designed export file.
- e. System must be able to integrate with HSD's GPS system to allow system updates to both systems within 12 hours of the update.

### System Reporting Capabilities

- a. The system will have a dashboard that reports on the metrics related to productivity, efficiency, and compliance criteria set by district policies along with state and federal regulations.

- b. This dashboard will assist the user in printing reports, access information by school building, and assist with full Microsoft Office integration.
- c. In addition to the ability to work with a minimum of training construct queries, reports, charts, and graphs, below is a list of required reports. This is not meant to limit the vendor's vision but, to be used as a guide.
  - 1. Students not located on a map
  - 2. Students not assigned transportation
  - 3. Routes that exceed trip time threshold set for each individual type of route
  - 4. Routes that exceed load threshold
  - 5. Vehicles with special equipment
  - 6. Students requiring shuttle transportation – from one school to another for specialized programs
  - 7. Turn by turn directions for routes and stops
  - 8. Deadhead times and distances
  - 9. Cost analysis of routes
  - 10. Student listings by building, stop, and route

#### Implementations, Customer Support, and Training

- a. The vendor will provide HSD with a dedicated project manager, and a trainer by name in the proposal, and guarantee, within reasonable limits that these will be the main points of contact throughout the implementation.
- b. The vendor will be responsible for teaching the designated Transportation Department staff how to build bus routes, stops, and driver sheets.
- c. The vendor shall provide import and export service to import current routing information from existing software.
- d. Six (6) staff members will need full access to make daily changes to bus routes and an additional five (5) users, defined as temporary users, should be allowed full (add/edit) access when needed.
- e. The vendor must also provide timely, no charge, unlimited toll-free phone and online support using all available meeting software included in the proposal.
- f. This phone and online service shall be renewable on a yearly basis.
- g. Customer service calls shall be returned within two (2) hours and/or before 2:00 pm CST on day original call was placed.
- h. The vendor shall provide extended service during the weeks before and after startup each year or during scheduled redistricting effort.
- i. Provide upgrades to the purchased software and licenses at no additional charge, including all future releases and bug fixes.
- j. Provide the previous five years' function upgrade release schedule.
- k. The dedicated project manager will provide the required amount of onsite training on all aspects of the software.
- l. Initial training days and supplemental days should be addressed in a time table proposal within this proposal.
- m. All training materials and user manuals must be supplied in hard copy and web access.
- n. Before training begins, the system must be completely installed and fully functional within all parameters.

- o. The vendor must provide unlimited refresher training and new employee user orientation with a minimum of online format.
- p. The district prefers companies based on with operating locations in North America.

#### Parent/Student Interface

- a. Parent interface for school locator and bus information shall be available through a secured web browser.

#### Student Safety

- a. Identify potential student locations and the directions students come from as walking direction to the bus stop.
- b. Identify and prevent any student from being required to walk across hazardous areas.
- c. Identify the location of registered sex offenders/predators shown on the map.

#### Maintenance and Additional Needs

- a. Proposals shall identify the maintenance schedule required and support services for software updates and tasks required.
- b. Uploads and downloads shall be scheduled nightly on weeknights and weekends.
- c. The system shall be capable of hosting a minimum of six (6) add/editable users at the same time and five (5) add/editable temporary users on a daily basis.

#### General Information

- a. There are roughly 85 to 95 routes with approximately three (3) runs assigned to each route that are completed twice a day, for an estimated total of 285 AM and 285 PM runs. There are also approximately 20 mid-day routes and 10-12 specialized routes that are completed at various times.
- b. HSD is a three-tier route system.
- c. HSD uses a fleet of approximately 115 buses.
- d. There are approximately 10,000 students transported twice a day on HSD buses.
- e. There are no special needs or other runs that are not already accounted for in the above figures.
- f. All district buses have GPS installed. While subject to change, the current system is an A-track AK-11. It does not currently capture door open, closed, or stop arm activity.
- g. The general timeline is to begin setup of the system in January, 2020 so that testing and training are completed to allow use of the system for routing summer school programs beginning in June, 2020 and full regular term routing for the 2020-21 school year.

## 7.0 Other Information

The Company shall indicate whether, as a single entity or as a member of a joint venture, it has been the subject of any litigation through the discharge of its professional services. If so, provide a detailed description of the litigants, the subject matter, and the disposition of the arbitration or lawsuit. The District pledges absolute confidentiality on all litigation disclosed.

- The Company must complete Attachment 1, **“Company Identification Form.”**
- The Company must complete Attachment 2, **“References and Experience,”** including a listing of all Missouri school districts for which the company currently provides Transportation Routing Software. The Company should provide information on projects of a similar nature to that described in this RFP. Information on projects shall include the year the system was implemented. The references should include at least one contract currently in force with a district similar in size and population to the Hazelwood School District.
- The Company must complete **Form A** and **Form B** from Attachment 3, **Supplier Diversity Program.**

## **SUPPLIER DIVERSITY**

The Hazelwood School District has established a Supplier Diversity Program to provide opportunities for the meaningful participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) in purchase made by the District. The District has established minimum goals of fifteen percent (15%) for MBE and five percent (5%) for WBE utilization for all supplier of professional services and consultant.

A supplier of professional services or consultant, who has achieved the participation goals for MBE/WBES, as defined herein, will be in compliance with the requirements of the specification. A supplier of professional services or consultant who cannot achieve the goals for MBE/WBE participation must be able to demonstrate that the required positive efforts were initiated prior to submittal of the proposal. If the business partner cannot demonstrate the required positive efforts, the proposal will be rejected as non-responsive.

The District will accept, as prospective MBE/WBE participants for these projects, only those MBE/WBE firms which have been certified by one or more of the following agencies on or before the date of the bid opening:

1. City of St. Louis (St. Louis Development Corporation/Airport Authority)
2. St. Louis Minority Supplier Development Council (SLMSDC)
3. Missouri Regional Certification Committee (MRCC)
4. State Certifications, e.g., the State of Missouri and other states
5. National Minority Supplier Development Council (NMSDC)
6. Women Business Enterprise National Council (WBENC) and its affiliates

In the case of a manufacturer, the District will also accept MBE/WBE certification by any state division of purchasing or the National Minority Supplier Development Council and its affiliates.

The School District reserves the right to reject any certification if it is discovered that the same entity was denied certification by any of the other agencies listed above. If the Hazelwood School District does not accept a MBE or WBE's certification, the district will notify the MBE or WBE in writing.

## **8.0 Testing**

Before the final selection, the top two scoring firms may be asked to provide and install and uninstall the Routing Software on District computers and or provide web access full functionality to be tested for a period of up to 45 days (testing periods) at no charge to the District. After the test period (s), a complete analysis of test data will have compiled and the final selection may be based upon the performance of the tested system(s). The District also reserves the right to test other Routing Software if unacceptable performance data is collected from one or both of the top two scoring firms. Testing periods may not run concurrently. In addition, the District may choose to cancel the RFP completely.

## **9.0 Training**

The selected vendor will provide system wide training to designate staff. Training shall be conducted onsite and shall be included in proposed cost. If needed, the vendor must be able to provide annual on-site training and the ability to present training on-line.

## **10.0 Written Agreement**

The selected vendor must be willing to enter into an agreement with the District and agree to all terms in the Agreement for Contracted Services. Respondents are advised that the District is not bound by the terms of the RFP until a written agreement is fully executed and any activity taken by Respondent prior to a written agreement being fully executed is done at the Respondent's sole risk.

## **11.0 Pricing/Costs/Fees**

Proposed fees includes all supervision, labor, materials, tools, equipment, supplies, services insurance, all-inclusive transportation (lodging and meals included), annual maintenance and support, other incidental requirements necessary to perform installation and training, in accordance with the RFP for Transportation Routing Software.

Provide annual software support and maintenance and on-site training costs with cost guaranteed for a period of five (5) years.

## 12.0 Evaluation and Scoring Criteria

Proposals will be evaluated, scored, and ranked by a Selection Committee with a maximum score of 100 points. The Selection Committee may invite up to the top three (3) ranked proposals for an interview or may choose to move forward to the equipment test period of the top two highest scoring firms. The purpose of the interview is for clarification and verification of the written proposal. The Selection Committee may re-score the proposal after the interview, but may not re-score pricing /costs/fees, unless the Committee requests a best and final offer. Proposals will be evaluated, scored, and ranked on the following criteria:

**20 Points – Qualifications:** Expertise of the firm demonstrated ability to meet the scope of the work.

**20 Points – Technical capability:** Demonstrated ability of proposed Routing Software to accurately report real-time data.

**15 Points – Interface Capabilities:** Demonstrated ability to interface with the District's operating systems.

**10 Points – Strength of References:** Quality and applicability of feedback received from references.

**10 Points – RFP Responsiveness:**

- Completeness and conformity of the proposal to the RFP's requirements.
- The respondent's demonstrated ability to perform the required services.
- The respondent's indication of its understanding of the purpose and scope of the proposed services as evidenced by the quality of the proposal submitted.

**20 Points – Costs and Fees:** This includes cost to furnish supervision, labor, supplies and installation of all equipment, on-site training. Costs also include total annual support and maintenance costs and fees for a period of five (5) years. Price analysis shall be based upon the Routing Software and any potential optional features selected.

**5 Points – MBE/WBE Participation:** Any included MWBE participation must meet the District's Supplier Diversity Program guidelines. See the attached Supplier Diversity Guidelines.

**100 Points – Total available number of evaluation points.**

## Attachment 1: Company Identification Form

Designate one individual as the Company's representative to the District during the term of the Agreement. The representative will be contacted to solve any and all problems that may arise concerning the Proposal during the evaluation period. The undersigned Company hereby agrees to be bound by the terms of the RFP and that the enclosed Proposal is submitted in accordance therewith. Once completed and returned, this Proposal becomes the primary basis for evaluation and selection of the Company to provide the services required by the District for the specified period. By signing this Company Identification Form, the Company certifies that there are no "PARTIES OF INTEREST" or "CONFLICTS OF INTEREST", as defined by state and/or federal regulations, existing between the Company and the District or any of its employees, agents or Board of Education members.

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|            |                       |       |
|------------|-----------------------|-------|
| Legal name | Representative's Name | Title |
|------------|-----------------------|-------|

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|         |                |             |       |
|---------|----------------|-------------|-------|
| Address | City/State/Zip | Telephone # | Fax # |
|---------|----------------|-------------|-------|

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E-mail Address

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|                    |   |
|--------------------|---|
| Years in Operation | Years under current structure and/or under previous structure |
|--------------------|---|

1) Name of Authorized Officer:

NAME

TITLE

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2) The undersigned hereby acknowledges that the Company has read and agrees to the terms and conditions set forth in the RFP, and that the terms and conditions set forth in the Proposal will remain open for at least 90 days from the deadline for submission of Proposals

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**Authorized Signature**

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**Print/Typed Date**



## **Attachment 2 - References and Experience**

Each Company must submit a minimum of five (5) references. Each reference must be presently using services similar to those requested in this RFP. No reference may be an affiliate of the Company or the Company's officers, directors, shareholders or partners.

**List as primary references any current contracts for Transportation Routing Software currently in force with public school districts; include contacts and telephone numbers for each reference. Use additional pages for additional contracts.**

1) Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

2) Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

3) Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

4) Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

5) Company Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Name and Title of Contact: \_\_\_\_\_  
Phone Number of Contact: \_\_\_\_\_  
Contract Length: \_\_\_\_\_ Contract Value: \_\_\_\_\_

**Project Name:**

**Prime Contractor:**

If I am awarded this Proposal I will subcontract with the following MBE/WBE firms:

[illegible]



**E-Verify** Pursuant to Missouri Revised Statute 285.530, all Bidders awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the Bidder must affirm the same through sworn affidavit and provisions of documentation, and sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your, company:

- a) agrees to have an authorized person execute the attached “Federal Work Authorization Program Affidavit” attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the “E-Verify” work authorization program of the United States, and are participating in E-Verify with respect to you employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri revised Statue 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_(Signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_(Company Name)



**PROPOSAL PRICE SHEET**

**PROPOSED COST: \$** \_\_\_\_\_

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

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City/Zip**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Fax**

\_\_\_\_\_  
**Federal Tax ID**

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Signature: Authorized Company Official**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**E-mail Address (Please clearly print or type)**

Negotiation of the final Agreement between the District and the Contractor/Company will begin after the most qualified Contractor/Company have been selected and approved by the Hazelwood School District Board of Education.

|                                  |   |
|----------------------------------|---|
| <b>Date of Issuance</b>          | <b>October 15, 2019</b>   |
| <b>Written Question Cut-Off:</b> | <b>October 30, 2019</b>   |
| <b>Proposal RFP Due Date:</b>    | <b>November 6, 2019</b>   |
| <b>Submit To:</b>                | <b>Hazelwood School District<br/>Business Office<br/>“Transportation Routing Software”<br/>Attn: Christopher Norman, CFO<br/>15955 New Halls Ferry Road<br/>Florissant, MO 63031<br/><a href="mailto:cnorman@hazelwoodschoools.org">cnorman@hazelwoodschoools.org</a></b> |

If submitting hard copies, please submit one (1) marked “Original”, and one copy on electronic flash media/Thumb Drive. Each original will have tabs corresponding to the required sections listed in this RFP, as appropriate.

If submitting electronic copies, please submit as a pdf file.

All questions must be submitted electronically via email to Christopher Norman at [cnorman@hazelwoodschoools.org](mailto:cnorman@hazelwoodschoools.org). The last day to submit question is Wednesday, October 30, 2019 at 3:30 p.m. CDT.

All proposals due on are before **Wednesday, November 6, 2019 not later than 10:30 a.m.**

**Responses must be submitted on or before the date and time listed above. Electronic responses must be submitted to the email listed on the due date, by the time listed. The Hazelwood School District is not responsible for late or incorrect deliveries due to server or other electronic issues or from the US Postal Service (USPS) or any other mail delivery service. All bids responses must be submitted to the address described herein. The Hazelwood School District reserves the right to accept or reject any and all Proposals.**

## BIDDERS CHECKLIST

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- ✓ One (1) copies of proposal marked original \_\_\_\_\_
- ✓ One Thumb Drive with copy of RFP \_\_\_\_\_
- ✓ Signed Proposal Price Sheet \_\_\_\_\_
- ✓ Completed Company Identification Form \_\_\_\_\_
- ✓ Completed & Signed E-Verify \_\_\_\_\_
- ✓ List of references \_\_\_\_\_
- ✓ MBE/WBE HSD Form A \_\_\_\_\_
- ✓ MBE/WBE HSD Form B \_\_\_\_\_