



Transportation Operations REQUEST FOR PROPOSALS

June 2023

I. PROJECT SCOPE DESCRIPTION

A. Objective

Bismarck Public Schools (BPS) requests proposals to evaluate qualified providers for the analysis of Transportation Operations at Bismarck Public Schools.

B. Summary of Current Operations

Bismarck Public Schools (BPS) requests proposals to evaluate qualified providers for the analysis of Transportation Operations at Bismarck Public Schools.

1. General Education Busing (contracted)

- a. 53 AM routes with 3,418 riders
- b. 53 PM routes with 4,581 riders

2. Student Support Services Busing

- a. Home to school to home, Renew[ED], LifeEd, Job Outings
 - i. Nine BPS Buses do 25 routes per day = 9 drivers & 21 monitors
 - 166 AM riders
 - 172 PM riders
 - b. SIT (Students in transition)
 - i. Three BPS Buses & 6 SIT vans are used
 - c. Early Childhood Busing
 - i. Seven BPS Buses do 21 routes per day = 7 drivers & 21 monitors
 - 166 AM riders
 - 182 PM riders

3. Additional Routes

- a. Activities – Athletics & Fine Arts
 - i. BPS did 765 trips this past school year.
 - 13 busses for activities.
 - 43 available bus drivers.
 - ii. Contractor did 112 trips this past school year.
 - 2 busses for activities.
 - 2 available drivers for activities.
- b. Field Trips
 - i. BPS did 1,872 field trips this past school year.
 - ii. Contractor did 682 field trips this past school year.
- c. Career Academy
 - i. Contractor operates 3 full time busses to transport each high school to and from the Career Academy.
 - ii. 3 additional BPS busses are needed throughout the day to help with overcapacity issues.

C. General Program Components Desired

It is the desire of Bismarck Public Schools to select a provider that can provide a range of professional services to identify and make recommendations to operational

improvements related to transportation. The consultant will work with the district to develop and finalize the study. An example of items studied is listed below:

1. Pay for Services analysis
2. Van management analysis
3. Analysis of General Education Routes
4. Analysis of Student Support Services Routes
5. Analysis of Additional Routes
6. Overall economic analysis of operations to determine best option for district

II. PROPOSAL FORMAT

Proposals shall be submitted in the format outlined in this section. Each proposal will be reviewed to determine if it is complete prior to actual evaluation. Each proposal must include the following information. Bismarck Public Schools reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially unresponsive to the requests for information contained herein.

A. Consultant Qualifications

1. Provide the general background information of your company including address, contact information.
2. Provide a complete overview/organizational chart of your firm including personnel assigned to this project. To include but not be limited to their project responsibility, individual backgrounds, industry experience, etc.
3. Provide a description of how your firm will work with Bismarck Public Schools to develop, implement, and provide ongoing services to ensure the success and best possible outcome of the project.
4. Provide a description of any previous experience your firm or members of your firm have had.

B. Required Service Capabilities

1. An interested Respondent must have the demonstrated technical and managerial professional services.
2. Provide a preliminary project management schedule. The Respondent must indicate how they will manage and supervise the project. In addition, the preliminary project management schedule should identify the timeline for the detailed assessment, scope or work selection process.

III. THE SELECTION PROCESS

A. Timetable

1. Bismarck Public Schools expects to undertake the selection process described below according to the following schedule:
 - a. Advertise Request for Proposals
June 26, 2023

- b. Submission of Proposals
July 28, 2023 by 3:00 p.m. local time
- c. Proposed Award of Consultant Contract
Approximately August 15, 2023

B. Proposal Evaluation

1. The criteria listed below will be used in the evaluation of submissions of Respondents proposals. These criteria will be applied and interpreted solely at the discretion of Bismarck Public Schools. Proposals should include all necessary information that is pertinent to these evaluation criteria.
2. Proposals will be evaluated and scored based on the following criteria:
 - Consultant Qualifications** **30%**
Preference will be given to Respondents that have put forth the strongest and most qualified team.
 - Required Capabilities** **20%**
Proposals should include a sound approach to consulting services.
 - Consultant Experience** **10%**
Preference will be given to Respondents that have demonstrated success providing the services being requested by Bismarck Public Schools.
 - Price** **40%**
Preference will be given to Price of the project.

IV. INSTRUCTIONS FOR SUBMITTING PROPOSALS

- A. Requests for Further Information
Questions concerning this RFP and the procedures for responding to the RFP should be directed to Darin M. Scherr, Business and Operations Manager at (701) 323-4057 or darin_scherr@bismarckschools.org.
- B. Submission of Proposals
Respondents shall submit (1) one digital proposal by 3:00 p.m. CDT, July 28, 2023 to: Darin M. Scherr, Business and Operations, darin_scherr@bismarckschools.org
- C. Right to Reject
In submitting a proposal, it is understood by the Respondent that the right is reserved by Bismarck Public Schools to accept any proposal in any and all parts, to reject any and all proposals, and to waive any irregularities or informalities, which are in the best interest of Bismarck Public Schools.