



Request for Purchase (RFP)

Student Transportation Routing & Administration System

Sweetwater County School District #1

## **1. Introduction**

Sweetwater County School District #1 is requesting proposals for the purchase and implementation of a comprehensive student transportation routing and administration system. The District seeks a solution that enhances student safety, improves routing efficiency, and provides real-time visibility into student ridership and transportation operations.

The selected system must include a routing platform and an administrative management portal capable of supporting daily transportation operations, student accountability, and family communication.

## **2. District Background**

Sweetwater County School District #1 serves approximately 4,600 students across 13 schools with a transportation fleet of 95 buses. The Transportation Department is committed to improving:

- Student safety and accountability
- Route efficiency and on-time performance
- Communication with families
- Data-driven transportation decision-making
- Operational visibility for dispatch and administration

## **3. Scope of Work**

The selected vendor shall provide software, hardware (if applicable), training, and ongoing support for a transportation management system that includes the following components:

### **A. Routing System Requirements**

The routing solution must be capable of:

- Creating and optimizing bus routes based on:
  - Student addresses
  - School bell times
  - Bus capacity
  - Special education and accommodation needs
- Providing estimated pickup and drop-off times
- Allowing easy modification of routes and stops
- Supporting multi-school and tiered routing

- Generating reports on:
  - Route efficiency
  - Ride times
  - Bus utilization
- Importing and exporting student and route data

## B. Administration Portal Requirements

The administrative portal must provide:

- Real-time ridership tracking
- Student boarding and exiting logs
- Alerts for students boarding the incorrect bus or exiting at the wrong stop
- Route and stop visibility for dispatchers and administrators
- Historical ridership and attendance data
- User role permissions (administrators, dispatchers, drivers)
- Secure, cloud-based access

## C. Parent & Guardian Communication (if included)

The system should support:

- Notifications when a bus is approaching a stop
- Confirmation when a student boards or exits the bus
- Optional live bus tracking once the student is on board
- Authorized guardian access through a mobile application or web portal

## D. Driver Tools

The solution should include driver-facing tools such as:

- Route navigation and stop lists
- Student rosters
- Alerts for incorrect bus or stop assignments
- Ability to record incidents or notes
- Daily route and student verification features

## 4. Technical Requirements

Vendors must describe:

- Hardware requirements (tablets, scanners, GPS units, or other devices)
- Compatibility with existing district systems
- Data security measures and FERPA compliance
- Cloud hosting and backup procedures
- System uptime and reliability guarantee

- Integration capabilities with student information systems (if applicable)

## **5. Training & Implementation**

Proposals must include:

- A detailed implementation timeline
- Training plans for:
  - Transportation staff
  - Drivers
  - Administrators
- Ongoing technical support and helpdesk services
- Documentation and user manuals
- System onboarding and configuration support

## **6. Vendor Qualifications**

Vendors should provide:

- Company background and years of experience
- Experience supporting K–12 school districts
- Description of customer support structure
- Evidence of system reliability and performance

## **7. Pricing & Cost Proposal**

The proposal must clearly outline:

- Software licensing or subscription fees
- Hardware costs (if applicable)
- Training costs
- Annual maintenance or support fees
- Optional features and associated costs

Pricing must be clearly itemized, described, and priced.

## **8. Proposal Submission Requirements**

Each proposal must include:

1. Description of Proposed Solution
2. Compliance with Scope of Work
3. Implementation Plan
4. Training and Support Plan
5. Vendor Qualifications
6. Cost Proposal

## 9. Evaluation Criteria

Proposals will be evaluated based on:

- Functionality and compliance with requirements
- Ease of use
- Vendor experience and references
- Cost effectiveness
- Training and support offerings
- Implementation timeline

## 10. Terms and Conditions

Sweetwater County School District #1 reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Negotiate with selected vendors
- Award the contract in whole or in part

## 11. Anticipated Timeline

The anticipated timeline for this RFP will be determined upon approval by the Director and will include:

- RFP Release Date: March 14<sup>th</sup>, 2026
- Vendor Questions Deadline: March 30<sup>th</sup>, 2026
- Proposal Due Date: March 30<sup>th</sup>, 2026
- Vendor Selection Date March 30<sup>th</sup>, 2026 10:00 AM

Contact Person: Beau Businelle

Title: Director

School District: Sweetwater County School District #1

Transportation office hours: Monday – Thursday 8:00 AM – 5:00 PM Mountain Time

Office phone: 307-352-3494

### **Example of Itemized Information Table**

| <b>ITEM</b> | <b>QUANTITY</b> | <b>DESCRIPTION</b> | <b>BID AMOUNT</b> |
|-------------|-----------------|--------------------|-------------------|
|             |                 |                    |                   |