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**REQUEST FOR PROPOSALS**  
**Transportation System and Protocol Assessment**

**RFP# 24-720-001**

Poudre School District R-1 (the “District”) is requesting electronic sealed bids from professional and qualified vendors (“Vendor”) to bring in additional expertise to assess District systems and protocols within the Transportation Department, as further specified in the scope of work. These services are to meet the District’s needs as described in this Request for Proposals (“RFP”). All interested vendors are invited to submit a Bid in accordance with the policies, procedures and dates set forth herein.

The District shall provide copies of this RFP to vendors through the electronic solicitation platform [www.bidnetdirect.com](http://www.bidnetdirect.com) (“BidNet”) where registered vendors are required to submit their electronic RFP response along with the first and last name, telephone number and e-mail address

of the employee within their organization who will be designated as the District’s primary contact with respect to this RFP and the vendor’s response thereto. The District may provide copies of this RFP to other vendors upon request, who are also requested to provide the first and last name, telephone number and e-mail address of the employee within their organization who will be designated as the District’s primary contact with respect to this RFP and their response thereto.

Questions regarding this RFP must be in writing and may only be directed to the District via BidNet any time after the issuance of this RFP through and including **2:00 p.m. MT on August 7, 2023**. Questions received after the date/time and/or not submitted electronically through BidNet may not be addressed.

Each question submitted, as well as the District’s response thereto, shall be provided in a questions and answers document/addendum via BidNet.

Note: Each question must be submitted individually. Multiple questions per entry may not be answered.

The District will only accept and consider electronically submitted Bids from vendors, which must be submitted and received in BidNet on or before **2:00 p.m. MST on August 18, 2023**, at which time the submission portal will close and no further submissions will be accepted. ~~MCIT/F2iSTQt~~ and last name,2

Sales Prohibited/Conflict of Interest: No officer, employee, or member of the School Board, shall have a financial interest in the sale to the District of any real or personal property, equipment, material, supplies or services where such officer or employee exercises directly or indirectly any decision-making authority concerning such sale or any supervisory authority over the services to be rendered. This rule also applies to subcontracts with the District.

## 1.0 **BACKGROUND AND CONTEXT**

Poudre School District is looking for a Vendor to bring in additional expertise to assess District systems and protocols within the Transportation Department.

Poudre School District is a high-performing district, covering more than 1,800 square miles in northern Colorado with diverse school settings. The District's instructional program is centered around District Ends, under the Policy Governance model, developed to support a comprehensive curriculum.

While more than 70% of the District's families choose to send their children to their neighborhood school, the District does support school choice and offers a wide spectrum of educational programs to fit any child's needs. Program options include International Baccalaureate, Core Knowledge, Bilingual/Dual Language Immersion, Hybrid/Online, Expeditionary Learning, Science, Technology, Engineering and Math (STEM) along with extra-curriculars and athletics. The District has two (2) Leadership in Energy and Environmental Design (LEED) certified school buildings and over 30 Energy Star awards and supports operational sustainability in all areas of work.

Our Schools:

- 32 elementary schools
- 10 middle schools
- 4 comprehensive high schools
- 2 combined middle/high schools
- 6 option (100% choice) schools
- 3 alternative high schools
- 5 charter schools
- 1 online school

## 2.0 **SCOPE OF WORK AND SPECIAL CONDITIONS**

2.1 Poudre School District is looking for a Vendor to bring in additional expertise to assess District systems and protocols within the Transportation Department, as further specified herein. This review will incorporate both existing procedures and procedures that have recently been or are planned to be implemented.

2.2 The review will include the following areas:

2.2.1 Training of bus drivers and paraprofessional bus attendants:

2.2.1.1 Yearly trainings at the beginning of the school year

2.2.1.2 On-boarding trainings for new bus drivers and paraprofessional bus attendants

- 2.2.1.3 Schedule or regularity or other trainings and subject matter of those trainings, including specific trainings for supporting students with special needs
- 2.2.1.4 Evaluate trainings' specific emphasis on safety of students
- 2.2.2 Communication from the Transportation Department:
  - 2.2.2.1 To schools, students, and parents
  - 2.2.2.2 To staff in other District departments (e.g., security and human resources)
- 2.2.3 Video surveillance on school buses:
  - 2.2.3.1 Maintenance and monitoring of bus video surveillance
  - 2.2.3.2 Procedures for reviewing bus video surveillance
  - 2.2.3.3 Reporting procedures if review prompts additional action
  - 2.2.3.4 Repair and replacement cycles and protocols for video monitoring equipment on school buses
- 2.2.4 Supervisors' documentation of performance concerns:
  - 2.2.4.1 Procedures for reporting performance concerns
  - 2.2.4.2 Procedures for documenting concerns/situations, communication to employee, follow up conversations or next steps, and resolution of incident
- 2.2.5 Reporting of staff behavior or other concerns relating to transportation:
  - 2.2.5.1 Methods for reporting (phone calls, emails, QR codes) issues/concerns
  - 2.2.5.2 Process for reporting issues/concerns
  - 2.2.5.3 Process for students and families to report issues/concerns
- 2.2.6 Hiring of transportation staff:
  - 2.2.6.1 Protocols regarding how interviews are conducted and questions asked during interviews
  - 2.2.6.2 Review of job duties and responsibilities with new hires







- 4.5 All Vendors must provide clear pricing for assessments and any additional employee resources.
- 4.6 All Vendors must fill out and submit the included Reference form in Section 10.0, highlighting K-12 experience.
- 4.7 All Vendors must sign and submit the Bid Certification Form in Section 11.0

5.0 **GENERAL TERMS AND CONDITIONS**

- 5.1 Information and materials submitted in response to this solicitation may be considered public records subject to disclosure under the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-200.1 to -205.5. Information and materials that the vendor believes are confidential and not subject to disclosure under CORA must be submitted separately with a citation to the section of CORA and any other relevant law under which the vendor believes they are confidential. The District, not vendor, shall determine whether information and materials so identified will be withheld as confidential, but will inform the vendor in advance of disclosure to give it an opportunity to take legal action to protect its interests vis-à-vis the party making the CORA request.
- 5.2 The District is a public-school district exempt from the payment of sales and use taxes under Colorado Tax Exempt No. 98-03335. A copy of the District's Certificate of Exemption issued by the Colorado Department of Revenue is available upon request. The District is exempt from city, county, and state sales and use tax and federal excise taxes or federal transportation taxes.
- 5.3 Each Vendor, its employees, representatives and subcontractors agree to abide by all applicable Federal, State and Local codes, laws, rules and regulations.
- 5.4 All issues regarding the formation, performance and/or legal enforcement of the contract shall be governed by and construed in accordance with the laws of the State of Colorado. Venue for the resolution of any disputes arising out of or relating to the contract shall be in Larimer County, Colorado.
- 5.5 The District shall issue a written addendum if substantial changes, which impact the technical submission of Bids, are required. A copy of such addenda will be distributed via BidNet. In the event of conflict with the original contract documents, addenda shall govern all other contract documents to the extent specified. Subsequent addenda shall govern over prior addenda only to the extent specified.
  - 5.5.1 The Vendor shall be solely responsible for confirming receipt of all addenda prior to Bid submittal.



subsequent bidder(s) who submitted a responsive and responsible response to this solicitation per the specified terms herein.

- 5.16 The District may, at its sole and absolute discretion:
  - 5.16.1 Reject any and all or parts of any or all bid responses submitted by prospective Vendors;
  - 5.16.2 Re-advertise this solicitation;
  - 5.16.3 Postpone or cancel the solicitation process for this solicitation;
  - 5.16.4 Waive any irregularities or technicalities that are not qualified as a requirement for responsiveness in this solicitation or in bid responses received in conjunction with this solicitation; and/or
  - 5.16.5 Determine the criteria and process whereby bid responses are evaluated and awarded.
- 5.17 The District shall be the sole judge in determining equals in regard to quality, price and performance.
- 5.18 Vendor shall provide the services under this RFP as an independent contractor of the District. As such, Vendor shall have the right to determine how and by whom the Services will be provided and the right to provide the Services free from the direction and control of the District, subject to and consistent with the terms and conditions of a District issued purchase order or agreement.
  - 5.18.1 Vendor shall be exclusively responsible for: (a) all compensation, employment tax withholdings and payments, and all fringe benefits for its employees (if any) in full compliance with all applicable federal, state and local laws; (b) all insurance coverages and benefits for; or

- 5.18.3 Vendor shall not attempt or purport to extend the faith and credit of the District to any third party, person or entity. Vendor acknowledges and agrees that it has no authority to enter into any contract with a third party that would bind or in any way obligate the District. The District shall not attempt or purport to extend the faith and credit of Vendor to any third party, person or entity. The District acknowledges and agrees that it has no authority to enter into any contract with a third party that would bind or in any way obligate Vendor.
- 5.19 The Vendor shall not assign an agreement, as a result of this solicitation, or any of its rights, interests or obligations without the prior written consent of the District. The consent may be withheld for any reason or no reason as determined by the District in its sole discretion.
- 5.20 It is agreed that no otherwise qualified vendor shall be excluded from participating in, be denied the benefits of, or be subject to discrimination, including harassment, under any provision of this RFP on the basis of race; creed; color; national origin; age; sex; pregnancy; physical recovery from childbirth or a



Any insurance and/or self-









its own contract, issue its own orders, schedule deliveries, be invoiced individually, make its own payments, and issue its own exemption certificates as required by the Vendor. It is understood and agreed that the Poudre School District R-1 is not a legally binding party to any contractual agreement made between another governmental entity and the Vendor as a

10.0 **REFERENCES**

**References** – List three (3) references for which your company has completed similar services for projects of similar scope. Colorado K-

