

# RFP 24-013 - Multi Database – Pupil Transportation Reports System

## Questions & Answers Summary

### Program Matters

**1. On page 7 of the RFP, under “Specific Products and Services Being Sought”, bullet number 5, you state that information is maintained in a “newly designed accessible format”, could you please identify the newly designed program or format to allow for staffing and training considerations and purposes which would impact budget?**

A: NYSED requires that training database information be stored in the format created during a previous contract term. Bidders for the 2024-2029 contract may request access to the format by writing to [PTUDatabaseRFP2024@nysed.gov](mailto:PTUDatabaseRFP2024@nysed.gov).

**2. On page 7 of the RFP, under “Annual Deliverables”, number 5, you state that “approximately 500 SBDIs” submit NPOs and NPCs. Often SBDIs submit multiple NPOs and NPCs, so the number of SBDIs submitting is not adequate information to allow for the determination of staffing needs and cost for the proposal. Staff time will depend on the number of NPOs, and NPCs and related certificates will need to be processed. Could you please share with bidders approximately how many NPOs, NPCs and certificates are processed annually?**

A: From July 1, 2022, through June 30, 2023, there were a total of 901 NPOs (Notice of Program Offering) received, of which 850 were approved. For the same time period, a total of 839 NPCs (Notice of Program Completion) were processed for certificates to be sent. On average, across the last four (4) years, approximately 830 NPOs were approved, and 790 NPCs were processed for certificates annually.

**3. On page 8 of the RFP, number 12, requires the successful vendor to analyze the record review reports on a quarterly and annual basis to determine areas of similarity regarding non-compliance.**

**Q: Does this then require that the record reviews be scheduled by quarter, or can the vendor schedule them when the weather and workload is convenient? Is it acceptable for there to be no record reviews performed in any given quarter?**

A: NYSED expects that record reviews will be ongoing throughout any given school year. Additionally, if NYSED requests a record review at a given district, it is expected that the review will occur within one (1) week of the request.

**Q: Is this report to be included in the quarterly billing or should it be a separate communication with the State Director?**

A: This report may be included with quarterly billing statements. It may be sent under separate cover, but it should follow the same schedule.

**4. Page 9 of the RFP, very top of the page, it states that “The information in the database is to be maintained in an accessible format that is compatible with NYSED technology.”**

**Q: What is the current “NYSED technology” that is referenced here?**

A: NYSED requires that database files be stored and transmitted in a format that is fully compatible with current versions of Microsoft Excel and/or Microsoft Access.

## **RFP 24-013 - Multi Database – Pupil Transportation Reports System Questions & Answers Summary**

**Q: Is this to be compatible with the “newly designed accessible format” referenced on page 7 of the RFP, under “Specific Products and Services Being Sought”, bullet number 5?**

A: Yes.

**5. Page 9, number 2, mentions the “current version in use by NYSED”, could you please identify what this format is?**

A: NYSED requires that training database information be stored in the format created during a previous contract term. Bidders for the 2024-2029 contract may request access to the format by writing to [PTUDatabaseRFP2024@nysed.gov](mailto:PTUDatabaseRFP2024@nysed.gov).

**6. Page 9, first paragraph at the bottom of the page, starting with “All information...”, does this restriction prohibit verification of attendance with the instructor or other participants in any class under question?**

A: No; the contractor must audit database information from time to time to ensure that information contained therein is factual and accurate.

**7. Page 10, second paragraph, starting with “NYSED is looking...” states that you are looking for a “cost – efficient approach”. Does this create an opportunity for the new vendor to use a program other than Microsoft Access for the collection of this data?**

A: Database information and reporting must be fully compatible with current versions of Microsoft Excel and/or Microsoft Access.

**8. Page 10, number 3, states that the bidder should budget for an average of two serious accident investigations annually for the length of the contract – 10 for the 5-year term.**

**Q: It is understood that NYSED will only pay for the investigations performed, however, will NYSED pay for investigations that exceed the 10 budgeted for in the proposal?**

A: Yes.

**Q: Is the vendor contractually required to perform more than 10 investigations per contract term?**

A: The contractor will be required to perform serious accident investigations on an as-needed basis. NYSED will contact the contractor as soon as possible upon learning of a serious accident. Should the contractor be notified of a serious accident prior to NYSED, the contractor shall contact NYSED immediately.

**Q: Does this language create an annual cap on investigations of 2 as directed to budget for? If so, can the vendor refuse the 3<sup>rd</sup> such investigation requested within the same contract year?**

A: No. There is no cap on the number of investigations that may be required in a given year.

**Q: This paragraph identifies an “Accident Fatality Investigation Report form”, could we possibly be given a copy of this report form to allow us to understand the depth, time and**

## **RFP 24-013 - Multi Database – Pupil Transportation Reports System Questions & Answers Summary**

**staff costs that may be related to accident investigations for our proposal budgetary consideration?**

A: Bidders may email [PTUDatabaseRFP2024@nysed.gov](mailto:PTUDatabaseRFP2024@nysed.gov) to request a copy of the form/format.

**9. Page 11, number 6, requires the SBSIOBSAAT data to be collected, analyzed and provided in a report no later than July 31 each year. The accident data is not fully complete each year until approximately August due to the slow submission rates of the carriers.**

**Q: Is it understood that this report may vary from the finalized SBSIOBSAAT data that will be delivered October 1<sup>st</sup>?**

A: This is understood.

**Q: Is this report to be on a limited number of select data or a complete SBSIOBSAAT report?**

A: Information from a given year must be added to the aggregate full SBSIOBSAAT report.

**10. Page 11, number 8, states that the bidder should budget for two trips to Albany to report on accident investigations with the Advisory Committee.**

**Q: Please define or specifically identify the expectation of “working with the Sub-Committee” to complete accident investigations.**

A: Investigations of serious accidents must be completed in collaboration with the Accident Sub-Committee of the Commissioner’s SBDI Advisory Committee.

**Q: Does this require a member of the Sub-Committee to be present and participate in the accident investigation? What role will the Sub-Committee play in completing the investigation? Is the bidder to compensate the Sub-Committee member for participating in the investigation or is this a volunteer role provided by the Sub-Committee?**

A: Yes, a subcommittee member(s) will work alongside the contractor to complete the required report. Participation by the Subcommittee member(s) is expected to be on a volunteer basis. There is no payment necessary.

**Q: It is understood that NYSED will only pay for the expense of traveling to Albany to report investigations performed, however, will NYSED pay for investigations that exceed the 10 trips to Albany as directed to budget for in the proposal?**

A: NYSED requires the vendor to travel to Albany twice per year to attend a quarterly meeting of the Commissioner’s SBDI Advisory Committee to report on any and all serious accident investigations that occurred in the time between the contractor’s trips to Albany.

**Q: Is the vendor contractually required to travel to Albany to report more than 10 investigations per contract term?**

A: The contractor must travel to Albany twice per year to attend a quarterly meeting of the Commissioner’s SBDI Advisory Committee to report on any and all serious accident

## **RFP 24-013 - Multi Database – Pupil Transportation Reports System Questions & Answers Summary**

investigations that occurred in the time between the contractor's trips to Albany. Additionally, the contractor must travel to Albany once per year to attend the annual Master Instructor Professional Development Seminar Topic Planning Meeting.

**Q: Does this language create an annual cap on trips to report on investigations of 2 as directed to budget for? If so, can the vendor refuse the 3<sup>rd</sup> such requested trip to report on investigations requested within the same contract year?**

A: The contractor must travel to Albany twice per year to attend a quarterly meeting of the Commissioner's SBDI Advisory Committee to report on any and all serious accident investigations that occurred in the time between the contractor's trips to Albany. Additionally, the contractor must travel to Albany once per year to attend the annual Master Instructor Professional Development Seminar Topic Planning Meeting.

**11. Page 11, under "Database Requirements", first paragraph, states that the vendor is required to maintain the database in a version of Microsoft Access that is compliant with the current version in use by NYSED.**

**Q: What is the current version in use by NYSED?**

A: Microsoft 365 for Enterprise, version 2302.

**Q: How is this aligned or contradicted by the reference to "cost – efficient approach" as stated on page 10?**

A: Data/files must be fully compatible with software and technology used by NYSED.

**12. Page 12, number 2, states that the "vendor must continue the existing format and data collection fields ..."**

**Q: Is the vendor allowed to update or recreate a new and improved database for the collection of data with permission from NYSED?**

A: The contractor must continue the existing format and data collection fields unless they have permission from NYSED to make changes.

**Q: If so, is there a provision or consideration for a budget line for this that would be used by all potential bidders.**

A: Updating or re-creating the database format and data collection fields is not a requirement of this RFP.

**13. Nowhere in this RFP is the annual requirement to create SBDI and MI identification cards. Is this requirement intentionally omitted?**

A: Certificates of Completion on high-security paper to reduce the likelihood of forgery are required to be issued by the contractor. SBDI and MI identification cards may be produced through a related but different contract.

**14. May companies from Outside USA can apply for this?**

## **RFP 24-013 - Multi Database – Pupil Transportation Reports System Questions & Answers Summary**

A: Any bidder that meets all the requirements of the RFP and included appendices may apply.

### **15. Does the contractor need to attend meetings in person?**

A: Yes.

### **16. Can we perform the tasks (related to RFP) outside USA?**

A: Some tasks may be able to be performed outside the USA. However, there is a requirement for accident investigations, record reviews, and required meetings to be in-person, on-site, in New York. Please see the RFP for specific program requirements.

### **17: Can we submit the proposals via email?**

A: It is preferred that bids be submitted by email. Please submit bids to [CAU@nysed.gov](mailto:CAU@nysed.gov). Be sure to use the subject line “BID SUBMISSION RFP 24-013.” The following documents should be submitted as attachments in the email:

- Submission Documents labeled [name of bidder] Submission Documents RFP # 24-013
- Technical Proposal labeled [name of bidder] Technical Proposal RFP # 24-013
- Cost Proposal labeled [name of bidder] Cost Proposal RFP # 24-013
- M/WBE Documents labeled [name of bidder] M/WBE Documents RFP # 24-013

### **18. Who, if anyone or any entity, is currently responsible for providing the services and deliverables delineated in the RFP? Or is this a new scope of work (SOW) that is presently not being provided by anyone or any entity?**

A: The current contractor is Pupil Transportation Safety Institute (“PTSI”).

### **19. If the answer to the previous question is that the SOW is presently not being provided by anyone or any entity, then what aspects of the SOW are presently being provided, and by whom? This question assumes that some aspects of this SOW are not new, but if all aspects are new, then please indicate as such.**

A: All services and deliverables contained in this RFP are included in the executed agreement with the current contractor. There have been no substantial changes to the services and deliverables as delineated in this RFP.

### **20. If anyone or any entity is proving services related to the answers to the first two questions above, then how long have those people or entities been providing those services and deliverables?**

A: The current contract term began in 2019 and will end in 2024.

### **21. Why is this scope of work is being put out to bid at this time?**

A: The current contract term ends June 30, 2024.

**RFP 24-013 - Multi Database – Pupil Transportation Reports System  
Questions & Answers Summary**

**M/WBE Matters**

**22. Is it possible to have a WBE certified business perform all 30% of the goal for outsourcing to a WMBE entity? We are intending to outsource the data entry for the accident database portion of the contract with a WBE certified business in the NYC area, and it may possibly be more than the 13% goal set for WBE participation.**

A: NYSED strongly encourages applicants to meet the specified goals. If there are concerns with meeting the goals, please reach out to the NYSED M/WBE office at [MWBE@nysed.gov](mailto:MWBE@nysed.gov).

**23. If in fact we are able to contract with a WBE for the full 30% goal, would we then need to submit for a partial waiver for the MBE 17% goal not met?**

A: NYSED strongly encourages applicants to meet the specified goals. If there are concerns with meeting the goals, please reach out to the NYSED M/WBE office at [MWBE@nysed.gov](mailto:MWBE@nysed.gov).