

## SED Pupil Transportation RFP Checklist

Items to include with your RFP submission to SED:

\_\_\_ Public notice requesting proposals, including the following information/documents:

- Copy of Advertisement (Proposals requested no later than June 1<sup>st</sup>, or July 1<sup>st</sup> for children with special needs)
- Affidavit / Notarized confirmation of run dates (Ad must run with a full 5 days in between the date of advertisement and the date of bid opening)
- Ad lists specified criteria, weightings and minimum score used to review proposals

\_\_\_ Copy of Instructions/ Proposal including:

- Instructions for bidders which specify criteria, weightings and minimum score
- Ten or more criteria used
- Weights assigned to each criterion
- No single criterion weighted more than 50%
- Minimum score used, even if only one submission
- Clauses (Add / Delete, Fuel, Attendants, etc.)

\_\_\_ Evidence of Committee Review including:

- Score sheets with names and titles of reviewers
- Score summary with winning bid (If multiple awards, submit letter with explanation)

\_\_\_ Contractor Specifications including:

- Copy of each proposal (full specs, may be in binder format) or non-proposal letter submitted
- Cost tabulation from each bidder
- If contract(s) are not awarded to lowest bidder, submit letter with explanation

\_\_\_ If Multi-Year Contract, include:

Copy of voter approval for specified period (Budget notice with a separate line item for transportation. A footnote to that line item shall indicate, for example: “\_\_\_year (first, second, etc.) of a \_\_\_year (two, three, etc.) contract, the total cost of which is \$\_\_\_\_\_” (total estimated cost of multi-year contract).

\_\_\_ If Emergency Condition, include:

- Letter of explanation
- Proposals requested 30 days prior to beginning of service (during emergency contract)

Any additional documentation is welcomed, as well as questions regarding the process.

Contact Paul Overbaugh at 518-474-6541 or Paul.Overbaugh@nysed.gov for further information.

**Please note:** Approval of the RFP process does not automatically approve the related transportation contract. The approval process of the contract is done separately by the Pupil Transportation Unit and the Office of State Aid. Districts should make sure that they have followed all the appropriate statutory and regulatory requirements for entering into and filing a pupil transportation contract (**voter approval for multi-year contracts, filing within 120 days of commencement of the contract, verifying contract dates, obtaining necessary signatures, etc.**).