

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 1st, or July 1st 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)
- ☐ Specified criteria, weightings and minimum score used to review proposals listed in ad

_____ Copy of Instructions/ Proposal including:

- ☐ Instructions for bidders which specify criteria, weightings and minimum score
- ☐ Ten or more criteria used
- ☐ Weights assigned to each criteria
- ☐ No single criterion weighted in excess of 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

_____ 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)

_____ 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 Heather Zogas at 518-473-0210 or heather.zogas@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.**).