

Request For Proposals Addendum

Addendum Number: 1

RFP Questions & Answers

Date: Friday, March 14, 2025

RFP #35-BBS-0425 Austin Outsourcing Transportation

To: All Prospective Vendors

The following questions were sent in response to the referenced Solicitation for further clarification. Questions and Answers are listed below.

Question 1: So 12 buses, how many routes?

Answer: 12 buses, 12 routes.

Question 2: So for clarification, it's 12 total routes, 12 buses. So there's no allocation for spare fleet?

Answer: Not at this moment. All routes are expected to be covered at all times, therefore, the vendor must have the availability of spares in the case of a bus breakdown.

Question 3: Who is the current Contractor?

Answer: Star Shuttle is our current contractor.

Question 4: Is the service satisfactory under current contractor?

Answer: Our current vendor has met the outlined contract requirements.

Question 5: How many students are being transported daily between the 3 locations?

Answer: Only 1 campus is currently being serviced. The capacity of 4 buses is approximately 200 scholars.

Question 6: If there are 4 routes at each location for 12 buses, do you have any spare bus requirements?

Answer: All routes are expected to be covered at all times, therefore the vendor must have the availability of spares in the case of a bus breakdown.

Question 7: Is it a union location?

Answer: No.

Question 8: Have there been issues with driver staffing?

Answer: Yes.

Question 9: Can you provide the current route sheets?

Answer: Only 1 campus is currently being serviced, but students will only be serviced up to 8 miles from the originating campus.

Question 10: If there are extracurricular trips associated with this contract can you send the number year to date and also the average miles and average hours for the trips?

Answer: Typically the trips are 4 to 6 hours per trip, on average 20 trips per year, per school.

Question 11: Will IDEA guarantee 173 days of transportation for each route being offered at each of the three (3) schools? If not, outside of a pandemic such as COVID, lack of ridership, or a vendor not meeting IDEA's service satisfaction, what would give rise to IDEA, not fulfilling the transportation of 173 days?

Answer: Cancelled funding.

Question 12: The anticipated date of award for this RFP is stated as "April 2025". Given the timing of building and purchasing buses, can you be more specific on the date of award?

Answer: The awarded vendor will be announced at the end of April, however, services will start at the beginning of the year, which is, July 1, 2025.

Question 13: IDEA describes performance expectations in Part II Scope & Specifications of the Proposal, page 4, letter c. Will IDEA allow penalty exceptions for unanticipated road construction, 3rd party traffic accidents, and weather conditions?

Answer: Yes.

Question 14: If IDEA is “tax-exempt”, why not take advantage of this by purchasing fuel? While Contractor’s are exempt from the federal fuel tax, we are not exempt from the state tax and therefore must pass this cost on to you, the buyer. With this in mind, will IDEA assume responsibility for the purchase of fuel?

Answer: Fuel cost should be included in the price proposal. IDEA will compare which is the better option to move forward with.

Question 15: In order to submit a proposal, we need to understand the length of route both in miles and hours. Please provide routes, to include stops and times, for each school so we may calculate costs based on those.

Answer: Students will only be serviced up to 8 miles from the originating campus.

Attachments:

- IDEA Public Schools Pre-Proposal Meeting Slides (35-BBS-0425)

END OF ADDENDUM

IDEA Public Schools
Request For Proposal (RFP)
#35-BBS-0425 Austin Outsourcing
Transportation

Pre-Proposal Meeting
Monday, March 10, 2025 @ 10:00 AM CST

Felicia Black, Procurement Analyst



Recording

This meeting will be recorded and transcribed for future reference.

Please type your name, title, phone number, email address, and organization in the chat.

Pre-Proposal Agenda

- Welcome
- Agenda & Solicitation Overview
- Proposal Submission & Selection
- Project Scope and Overview
- Q&A
- Wrap-up



Point of Contact (POC)

All inquiries regarding this solicitation should be directed to IDEA's:

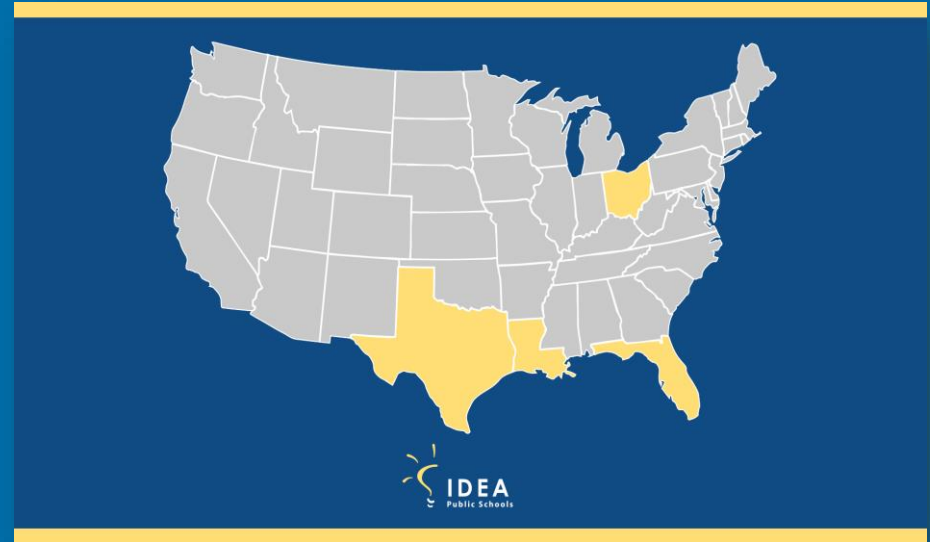
Procurement Department

solicitations@ideapublicschools.org



Disclaimer

- This Document serves to aid interested vendors doing business with IDEA. This Document does not constitute legal advice or bind IDEA in any manner. Anything stated at this pre-submittal conference is not intended to change any terms and/or conditions stated in the advertised solicitation document. Any authorized changes will be made in writing in the form of an Addendum issued by IDEA Procurement Department.



Solicitation Overview

Purpose: This Request for Proposal (RFP) is issued to solicit qualified and experienced Vendors/Contractors to provide school bus and pupil transportation services. The services will cover three campuses, with a requirement of four buses per campus, totaling twelve 65-passenger buses. The vendor will also be responsible for providing qualified drivers to meet the transportation needs.

Proposed Pricing for RFP #35-BBS-0425



Please be sure to provide pricing on this price sheet so that accurate pricing can be calculated and evaluated properly. You may include any additional information **BUT** this price sheet will be used to determine and evaluate total cost to IDEA.

CAMPUS	ADDRESS	TOTAL BUSES REQUIRED	2025-2026	2026-2027	2027-2028
IDEA Bluff Springs**	1700 E. Slaughter Ln., Austin, TX 78744	4			
IDEA Pflugerville**	1901 Wells Branch Pkwy., Pflugerville, TX 78660	4			
IDEA Austin Health Professions**	5816 Wilcab Rd., Austin, TX 78721	4			

Student Transportation Data * Standard (Routes run morning, mid-day, and afternoon transporting students from home to school, school to school, and/or from school to home) * Special Needs (routes requiring lifts, aides or monitors and requiring compliance with all ADA specifications) Number of days of operation (based on 2025-2026 school year) = 173 days

ACCEPTANCE OF PROPOSAL	
By signing this Bid Sheet you agree to and acknowledge the Scope of Work and Terms and Conditions stated in the provided Solicitation document, payment of services rendered will be made as specified.	
AUTHORIZED CLIENT SIGNATURE	DATE OF ACCEPTANCE (mm/dd/yyyy)



Make sure you fill out the bottom of the Pricing Sheet.

Request for Proposal Tentative Timeline

RFP #35-BBS-0425 Austin Outsourcing Transportation

RFP Issued	Monday, March 3, 2025		
Pre-Proposal Conference	Monday, March 10, 2025	@	10:00 AM CST
Respondent Question Cut-Off Date	Tuesday, March 11, 2025	@	3:00 PM CST
Addendum Issue Date	Friday March 14, 2025		
Proposal Due Date	Monday, April 7, 2025	@	2:00 PM CST
Evaluation Period	April 8, 2025	to	April 15, 2025
Board Meeting	April 2025		

Submittal Procedures

Due: Monday, April 7, 2025 @ 2:00 PM CST

Proposal Submission: Proposals may be submitted using the [Public Purchase](#) or [Self-Service](#) website, or by sending One (1) clearly identified hard copy ORIGINAL of the Proposal to:

IDEA Public Schools
RFP #35-BBS-0425 Austin Transportation Outsourcing
Attn. Procurement Department
2115 West Pike Blvd
Weslaco, TX 78596

Note: Faxed or emailed Proposals will not be accepted.

 **RFP submissions must be clearly marked with the RFP number and title.**

RFP Submittal Requirements

- Each proposal must be organized and follow the required format as stated in the RFP
- Each proposal must include all the required information and documentation specified within the RFP
- Each section must be appropriately tabbed and inclusive of all required submittals

Evaluation Criteria



Points	Evaluation Criteria
40 Points	Cost Proposal
30 Points	Quality of Vendors' Goods or Services.
15 Points	Vendor/Contractor Standing & Positive SAFER Rating.
10 Points	Reputation of the Vendor
5 Points	Past Experiences
100 Points	Total Possible Score

Cost Proposal: Price and total long-term cost to IDEA to acquire goods and/or services. The following formula will be used to determine cost points for scoring when applicable:

$$\text{Formula:} \\ (\text{Lowest Proposed Price} / \text{Proposed Price}) \times \text{Assigned Points}$$

Example Price Proposals and scoring results based on a 50-point scale:

Proposer Proposed Price Score

Proposer A \$ 10,000.00 -> $(\$10,000.00 / \$10,000.00) \times 50 = 50$ pts

Proposer B \$ 10,500.00 -> $(\$10,000.00 / \$10,500.00) \times 50 = 47.6$ pts

Proposer C \$ 25,000.00 -> $(\$10,000.00 / \$25,000.00) \times 50 = 20$ pts

Quality of Vendors Goods or Services: Extent to which goods and/or services meet IDEA's needs and performance requirements. Respondent's principal place of business as related to ability to perform requirements of this RFP.

Vendor/Contractor Standing & Positive SAFER Rating: Must be incorporated to do business in Texas and be in good standing with the State of Texas; must not be indebted to IDEA. Must have positive SAFER Rating/Report.

Reputation of the Vendor: The reputation of the Respondent's good and/or services, Respondent's past relationship with other customers including Texas public schools.

Past Experience: Proposer's past experience with IDEA Public Schools or with other public/charter schools.

Additional Evaluation Criteria to be Incorporated...

Submittal 1: Implementation Plan

Respondents shall detail their implementation plan and specific timelines to be followed, including a transition plan if the selected Contractor is different from the current provider.

Please provide a plan and schedule for implementation, should your firm be selected as the successful contractor. It is expected that your organization's leaders be present during any initial implementation phase within IDEA Public Schools.

Your schedule and plan should address:

- Inspection of vehicles, facility, and equipment.
- Acquisition of required vehicles.
- Occupation of any facilities.
- Recruitment/relocation, if necessary, of management and supervisory personnel.
- Selection, any necessary training, and employment of drivers.
- Employee orientation, especially to routes and schedules.

Submittal 2: IDEA Public Schools's Direct Experience with the Respondent

Respondents shall provide a narrative describing any of its past relevant experience in working with charters/public school models similar to IDEA Public Schools (in response to **Evaluation Criteria 5**).

Submittal 3: Experience in School Transportation

Respondents shall provide a statement of their qualifications to provide the specific services requested herein. (Include in **Executive Summary**)

Submittal 4: Staffing Plan

Respondents shall submit a staffing plan that clearly shows how the daily operations of the local routes will be managed during the normal hours of operation, plus during any emergency or out-of-hours situation that may arise. This plan must include both operations and vehicle maintenance functions.

Submittal 5: References

Respondents shall supply a list of at minimum three (3) references and contracts held, preferably in Texas, describing their experience in transporting physically challenged and typically developing school-age children. Names, addresses, email addresses, and phone numbers of the references must be included in **Attachment I – Reference Sheet**.

Submittal 6: School Bus Routing Software

Respondents shall provide a description of their proposed Routing Software along with its benefits, efficiencies, and issues identified by users.

Submittal 7: Maintenance Program

Respondent shall provide a description of their proposed vehicle maintenance program and how it will be administered.

Submittal 8: Driver Hiring and Retention Program

Respondents shall provide a description of their hiring process, and the selection criteria used. Additionally, respondents shall provide a table disclosing how many drivers it employs by years of service and the turnover and/or retention rate for drivers.

Submittal 9: Driver Safety and Training Program

Respondents shall provide a comprehensive description of their training process and driver education program.

- Describe the operation, course content, and requirements of your established, ongoing safety program, and provide the number of training hours required per employee each year.
- Indicate the frequency of safety meetings held.
- Describe any safety-related organizational activities in which your company or key personnel participate.
- Provide the school bus accident rates for buses operated by your firm in each of the last three academic years.

Number of School Bus Accidents Per Million Vehicle Miles

School Year	Number of Accidents
2021 – 2022	
2022 – 2023	
2023 – 2024	
2024 – 2025	

Submittal 10: Student Safety Program

Respondent shall provide a description of how it will address the issue of student safety, including any educational programs it has implemented.

Submittal 11: List of Bus Driver Qualifications

The respondent shall submit a list of bus driver qualifications, certifications, and indications of ability to meet all driver requirements under Texas statutes and regulations, and how the respondent proposes to supply these drivers, assuming existing drivers will not be available.

Submittal 12: Mechanics Training and Certification Process

Respondents shall describe their mechanical training and certification process.

Submittal 13: Customer Feedback

Respondents shall provide a description of their formal customer feedback system, provide sample tools used to gather data, and describe how results were shared with customers and used to improve service.

Submittal 14: Plan For Substitute Buses and Relief Drivers

Respondents shall address the provision for substitute buses and drivers needed for performance under the terms of this contract.

Submittal 15: Customer Service Philosophy

Respondents shall describe their customer relations philosophy and their program in this area.

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Submittal 17: Site Evaluation

One or more members of IDEA Public Schools' evaluation committee may conduct one or more site evaluations upon IDEA designation to be completed. Site evaluations will be conducted at the facilities of IDEA Public Schools' choice where the Contractor currently provides pupil transportation services. Site evaluation criteria, not listed in any order of weight or priority, or as follows.

Submittal 18: Personnel (if applicable)

Overall Appearance of Facility Fleet Quality Record-keeping Available Audits.

By submitting a proposal, each Contractor agrees to make the selected facilities and the facility's personnel available to IDEA Public Schools' evaluation committee upon reasonable notice.



ANY QUESTIONS?

Closing

If you haven't already, please type name, title, contact information, and organization in the chat

Good luck