

# Request For Proposal For TRANSPORTATION CONSULTANT

September 30, 2025



**Proposals must be submitted by:**

**Date:** Tuesday, October 14, 2025  
**Time:** 10:00 a.m.  
**Location:** Auburn Enlarged City School District  
78 Thornton Ave  
Auburn, NY 13021

**AUBURN ENLARGED CITY SCHOOL DISTRICT**  
**BUSINESS OFFICE**

**REQUEST FOR PROPOSALS**  
**TRANSPORTATION CONSULTING SERVICES**

DATE ISSUED: \_\_\_\_\_

**DISTRIBUTION – *Important Notice*** – The Auburn Enlarged City School District officially distributes Request for Proposal (RFP) documents through the Purchasing Agent or District Clerk. Copies of the Request for Proposal obtained from any other source are not considered official copies. Only those Proposers who have obtained the Request for Proposal from either the Purchasing Agent or District Clerk, and who are recorded by the School District as potential Proposers of record, are guaranteed to receive addendum information, if such information is issued.

If you have obtained this document from a source other than the Auburn Enlarged City School District Purchasing Agent or District Clerk, it is recommended that you receive an official copy.

**GENERAL REQUIREMENTS:** Proposers are to submit two (2) copies of their Proposal plus this RFP document initialed on the lower right-hand side in the format required by this Request for Proposal.

**SUBMISSION LOCATION:** Board of Education  
Auburn Enlarged City School District

**SUBMISSION DATE AND TIME:** Tuesday, October 14, 2025, at 10:00 a.m.  
Proposals received after the date and time will be returned to the Proposer unopened.

**CONTACT/QUESTIONS:** Requests for information related to this Request for Proposal should be directed to:

Questions must be submitted in writing by hand delivery, electronic mail, or facsimile no later than seven (7) days prior to the submission date.

This Request for Proposal document is prepared in Microsoft Word format. Any alterations to this document made by the Proposer may be grounds for rejection of the Proposal, cancellation of any subsequent award, or any other legal remedies available to the Auburn Enlarged City School District.

## **NOTICE TO PROPOSERS**

### **AUBURN ENLARGED CITY SCHOOL DISTRICT**

Sealed Proposals for Transportation Consulting Services, as requested by the Auburn Enlarged City School District, will be received by the School District at the office of the District Clerk until 10:00 a.m., local time, on Tuesday, October 14, 2025. At that time, they will be publicly opened.

Any Proposal not received by the above date and time will be returned to the Proposer unopened.

Complete Request for Proposal (RFP) documents may be obtained from the Office of the District Clerk, Auburn Enlarged City School District, by the prospective Proposer or his designated representative.

Proposals will remain firm for a period of 45 days following the date of the opening, and they shall thereafter remain firm until the Proposer provides written notice to the Board of Education that the Proposal has been withdrawn.

The Auburn Enlarged City School District reserves the right to reject any and all Proposals, to waive any and all informalities relating to a specific Proposal submitted to them, to reject any and all Proposals, to re-advertise and invite new Proposals, to accept the best combination of Proposals from one Proposer, to accept the whole or part of a Proposal, or to accept parts of Proposals from one or more Proposer, as in the Board of Education's judgment deems to be in the best interest of the School District.

Business Office  
Auburn Enlarged City School District

## **GENERAL CONDITIONS AND SPECIFICATIONS**

### **SECTION 1: PURPOSE and SCOPE of SERVICES:**

- 1.1 The School District is seeking proposals for qualified and experienced Transportation Consulting Services to review its transportation program for effectiveness and efficiency and to recommend possible cost savings.
- 1.2 The School District operates its transportation program using contracted school bus operator(s).
- 1.3 The transportation Consultant will review all aspects of the School District's transportation program, including, but not limited to, the following:
  - 1.3.1 Bid/RFP specifications, related addenda, correspondence, and Memorandums of Agreement to the specifications that provide the requirements and the scope of the student transportation service.
  - 1.3.2 Routes servicing the School District to transport students to and from school and/or special education locations. The Consultant must demonstrate knowledge of the Transfinder routing software,
  - 1.3.3 School District policies and procedures that provide the service levels,
  - 1.3.4 Reports and other means of communication that provide information between the School District and the Contractor(s),
  - 1.3.5 Financial efficiency of the transportation program,
  - 1.3.6 The performance of the Contractor(s), and supporting contracts,
  - 1.3.7 Age, mileage, and maintenance of the fleet being used by the Contractor(s) to provide the student transportation service.
  - 1.3.8 Use and effectiveness of shared services,
  - 1.3.9 Training provided by the Contractor for drivers and attendants/monitors that meet and/or exceed State requirements,
  - 1.3.10 Any alternatives to the present methods by which student transportation services are provided,
  - 1.3.11 Other transportation services include Field and Athletic Trips and the Summer School transportation program.

## **SECTION 2: RECEIPT OF PROPOSALS:**

- 2.1 Three (3) copies of the Proposal must be submitted, sealed in an opaque envelope or box, clearly marked with the name of the Proposal and the name and address of the Proposer. Suppose copies of the Proposal are submitted in separate envelopes or boxes. In that case, each envelope or box must be numbered in a manner to show what part of each envelope or box each is of the total number of envelopes or boxes being submitted. For example, 1 of 3, 2 of 3, and 3 of 3.

Proposals must be received no later than 10:00 a.m., local time, on Tuesday, October 14, 2025, at the following address:

Board of Education  
Auburn Enlarged City School District

Transportation Consulting Proposal – 10:00 a.m., on Tuesday, October 14, 2025

- 2.2 Any Proposal received later than the above date and time will be returned to the Proposer unopened. The Proposer assumes the risk of any delay in the mail or in the handling of the mail by employees of the School District. Whether sent by mail or by means of personal delivery, the Proposer assumes responsibility for having his/her Proposal deposited on time at the place specified.
- 2.3 The Proposal submitted by the individual Proposer(s) is the document upon which the School District will make its initial judgment regarding the Proposer's qualifications, understanding of the School District's scope and objectives, methodology, and ability to complete the services under the contract.
- 2.4 Submission of any Proposal indicates acceptance of the conditions contained in the RFP. The School District will not accept any Proposal that limits and/or qualifies the Proposal in any manner.
- 2.5 The School District reserves the right to reject any and all Proposals, in whole or in part, submitted in response to its RFP.
- 2.6 The School District reserves the right to waive any and all informalities.
- 2.7 The School District may, at any time, by prior written notification to all prospective Proposers of record, change any portion of the RFP described and detailed herein.
- 2.8 During the evaluation of Proposals, the School District may require clarification or further information or may invite one or more Proposers to provide an oral presentation to amplify and/or validate Proposal contents. The School District reserves the sole right to determine whether one or more Proposers are interviewed or consulted relative to the substance of their proposals.
- 2.9 All responses to this RFP become the property of the School District.

### **SECTION 3: QUALIFICATION OF PROPOSER:**

- 3.1 With the Proposal, each Proposer must provide a statement of qualifications, as specified by RFP Section 4: Proposal Submissions.
- 3.2 In addition, the School District may make such investigations as it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the School District, within five (5) business days of a request, all information and data for this purpose as may be requested. The School District reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the School District that such Proposer is appropriately qualified to complete the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

## **SECTION 4: PROPOSAL SUBMISSIONS:**

- 4.1 In order for the School District to conduct a uniform review process of all Proposals, Proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a Proposal because adherence to this format is critical for the School District's evaluation process.

The Proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The Proposal should not simply rephrase or restate the School District's requirements, but rather shall provide a convincing rationale to address how the Proposer intends to meet these requirements. Proposers shall assume that the School District has no prior knowledge of their experience and will base its evaluation on the information presented in the Proposal.

### **4.2 Proposal Section I: Title**

The title page must reflect the Request for Proposal subject, name of the Proposer, address, telephone number (including area code), fax number (including area code), website, e-mail address, and contact person.

Table of Contents – The Table of Contents must indicate the material included in the Proposal by section and page number.

### **4.3 Proposal Section II: Proposer Qualifications and Experience**

The Qualifications/Experience section must address the Proposer's qualifications and experience to complete the requested service. At a minimum, Proposers must address the following:

- 4.3.1 Provide the name, a brief history, and description of your firm as it relates to this Request for Proposal (RFP).
- 4.3.2 Identify your firm's professional staff members who would be directly involved in the School District's engagement. Summarize the transportation consulting experience each possesses and/or provide a copy of a resume of each.

Include any specialized knowledge, skills, certifications, and/or experience possessed by any member(s) of your firm who will be assigned to this study that will enhance your firm's ability to complete this study. Personal and professional qualifications, experience, and training should be demonstrated in a manner that would be germane to this RFP.

The firm must have more than one consultant in order to provide backup and support.

Consulting services used as examples of similar work shall be clearly noted if individuals completed the work while employed by other firms or school districts. The School District will not accept consulting services from a firm that employs

only casual, part time, or subcontracted consultants or assigns part time, casual, or subcontracted consultants. It is seeking a firm that will be able to work full time on this project during normal business hours on mutually acceptable dates.

The School District will not accept consulting services from a firm whose consultants have, or have had within the last five (5) years, a business or personal relationship, directly or indirectly, with any of the Contractors presently providing transportation services to the School District. The School District will not accept consulting services from a firm that sells or markets supplies, products, or services that could create the perception of a conflict of interest. The School District is interested in receiving a totally independent and third-party review of its transportation program.

- 4.3.3 Give the name and title of person(s) authorized to bind the Proposer, together with the main office address, telephone number (including area code), fax number (including area code), and e-mail address. If the firm has a website, please provide this address.
- 4.3.4 Briefly detail your firm's experience in providing transportation consulting services of the type requested by this RFP. Firms shall have a minimum of five (5) years of recent experience with similar types of consulting services in New York State. This experience must be as the primary consultant of record and not as a subcontractor to the primary consultant.

*The firm must demonstrate an in-depth knowledge of New York State Regulations and Transportation Aid.* In addition, the firm must also demonstrate its knowledge by direct experience or through previous consulting engagements within the last five (5) years of how transportation programs in New York State are operated by Contractors as opposed to School Districts or BOCES.

- 4.3.5 Provide at least three (3) references from New York State school districts similar in size to the Auburn Enlarged City School District in which your firm completed similar consulting services within the last three (3) years, as required in this RFP. Including contact names, titles, the names of the school districts, addresses, and telephone numbers (including area code). Additionally, the consulting firm shall provide an unedited list of all NYS clients serviced during at least the past three years.
- 4.3.6 Provide a copy of the Code of Ethics followed by the firm.
- 4.3.7 Provide any additional information that would distinguish your firm in its service to the Auburn Enlarged City School District.



#### 4.4 **Proposal Section III: Plan Implementation**

The Plan Implementation Section must address the Scope of Services in terms of the Proposer's plan to complete the requested service. As a minimum, the Proposer must address the following:

- 4.4.1 The view of the School District's transportation program as seen by various stakeholders.
- 4.4.2 The documents that provide the scope of the services under which the School District is receiving transportation services.
- 4.4.3 The efficiency and effectiveness of the transportation program.
- 4.4.4 The conformance of the Contractor(s) with the requirements of various State and Federal laws and regulations.
- 4.4.5 The need for any changes in the relationship with the School District's transportation program Contractor(s).

#### 4.5 **Proposal Section IV: Cost Proposal**

The Cost Proposal must include all costs associated with the Proposer's plan to complete the requested service. At a minimum, the Proposer must include the following:

- 4.5.1 Provide the total consulting fee for the scope of the services requested.
- 4.5.2 Provide a consulting fee for any per diem work beyond or in addition to the services requested.
- 4.5.3 Provide the maximum expenses projected to complete the services requested and identify what is to be included in these expenses.
- 4.5.4 Electronic or facsimile submission of Proposals is not permitted.
- 4.5.5 Proposers shall submit with their Proposals a copy of this RFP with all pages initialed signifying that they have been read.
- 4.5.6 The School District shall not pay the total contract price until the requirements outlined in this RFP have been met.

## SECTION 5: PROPOSAL EVALUATION:

5.1 Proposals received will be evaluated by a committee consisting of the School Business Executive and the School District's Transportation Coordinator.

5.2 Proposals will be evaluated based upon the following:

CRITERIA	WEIGHT
Proposed methodology in providing the required Scope of Services	25%
Professional Qualifications, prior experience, and demonstrated capabilities	35%
Total proposed price	25%
Client reference from other NYS school districts	15%

5.2.1 Proposals will be evaluated considering the methods to be used to meet the requirements of the Scope of Services and the availability of qualified personnel who are proposed to work on this project. Included will be the reasonableness of the time schedule proposed to complete this project.

5.2.2 Assessment of the Proposer's past and present performance will be one of the means of evaluating the credibility of the Proposal and the relative capability to meet the requirements of the Scope of Services.

Proposals will also be evaluated considering the Proposer's experience with similar projects, knowledge, qualifications, and full-time availability of personnel assigned.

5.2.3 Cost Proposals will be evaluated with respect to adequacy, realism, and reasonableness. The evaluation will determine if the Proposer provided evidence that the Proposer can successfully perform the Scope of Services at the proposed cost, including the reasonableness and appropriateness of the compensation.

5.2.4 Client references must be current and representative of similar New York State projects requested in this RFP, and these similar projects must have included the personnel proposed for this project.

5.3 The award will be made to that responsible Proposer, whose Proposal conforms to the requirements of this RFP, and is considered most advantageous to the School District, considering the Proposal Evaluation criteria in this section.

5.4 In making the determination of the award, the School District's decision will be final.

## SECTION 6: SPECIFICATION CLARIFICATION:

- 6.1 All inquiries with respect to this Request for Proposals must be directed to the Auburn Enlarged City School District Business Manager as follows:
- 6.2 All questions about the meaning or intent of the specifications must be submitted in writing to the aforementioned designated person. Telephone inquiries will not be accepted. However, questions received through electronic mail, facsimile form, by postal mail, or by hand delivered written communication will be accepted. The particular RFP section and paragraph number questioned must be cited for a response to be provided. Replies will be issued by Addenda sent by postal mail, electronic mail, or facsimile to all parties recorded as having received the proposal documents. The Proposer assumes the risk of the failure of the School District to receive questions through electronic mail and/or facsimile. Failure of any Proposer to receive any Addendum or interpretation issued shall not relieve any Proposer from any obligations under his/her Proposal submitted. Questions received less than seven (7) days prior to the date of submission of Proposals will not be answered. Only questions answered by formal written Addenda will be binding.

Information obtained from any source other than the aforementioned designated person is not official and may be inaccurate.

## SECTION 7: FREEDOM OF INFORMATION LAW:

- 7.1 The New York State Freedom of Information Law, as set forth in Public Officers Law, Article 6, sections 84-90, mandates public access to government records. However, Proposals submitted in response to this RFP may contain technical, financial background, or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their Proposal is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the Proposals containing such information by typing in bold face on the top of each page, **"THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW"**. The School District assumes no liability for disclosure of information so identified, provided that the School District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order of judgment of a court of competent jurisdiction.