Charter School Bus and Student Tracker

Request for Proposals # ED-18-02

General Information		
Evaluation of Proposals	Staff / Evaluation Committee	See Section 1.7
Project Timeline	This contract shall be for an initial three years, with two additional three-year renewal terms.	See Section 1.8
Question Due Date	March 12, 2019	See Section 1.9
Proposals will be accepted until	2:00 p.m. on March 26, 2019	See Section 1.9
5% Proposal Security / Bid Bond	Required in the event that the proposal exceeds $200,000	See Section 4.1
100% Payment and Performance Bonds	Required in the event that the proposal exceeds $200,000	See Section 4.2

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020

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SECTION 1 - INSTRUCTIONS

1.1   NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

RFP # ED-18-02
"Charter School Bus and Student Tracker"

Solicitations may be obtained from the City of Pembroke Pines website at http://www.ppines.com/index.aspx.NID=667 and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such requests must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, March 26, 2019. Proposals must be **submitted electronically at www.BidSync.com**. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2   PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to offer the Charter Schools a transportation and student rider management system with routing and tracking software in accordance with the terms, conditions, and specifications contained in this solicitation. The key components of said system will be: hardware onboard buses, GPS tracking, routing software, real-time notifications and monitoring, student ridership authentication, counts, real-time student rosters, reports, and software applications for drivers, City and school administrators, families, and the City's contracted Charter School transportation provider. It is anticipated that this RFP will result in a contract award to a single supplier.

1.3   BACKGROUND

The City of Pembroke Pines oversees the operation and leadership of the Pembroke Pines Charter Schools. The Pembroke Pines City Commission makes up the governing board of the Charter Schools within their jurisdiction, similarly the Superintendent of the Pembroke Pines Charter Schools is the City Manager of the City of Pembroke Pines, Mr. Charles F. Dodge. With four elementary schools, three middle schools, and one high school, the Pembroke Pines Charter System serves nearly 6,000 students and their families. It is estimated there are roughly 2,496 students eligible for charter school bus transportation services for transit to and from their home stop and their campus or school location.

The Pembroke Pines Charter System operates its programs at five campuses listed below:

- Academic Village Grades 6-12:

    o Pembroke Pines Charter High School, 17189 Sheridan Street, Pembroke Pines, FL 33331

    o Pembroke Pines Charter Middle School, 17195 Sheridan Street, Pembroke Pines, FL 33331

- West Campus Grades K-8:

    o West Elementary School, 1680 SW 184th Avenue, Pembroke Pines, FL 33029

    o West Middle School, 18501 Pembroke Road, Pembroke Pines, FL 33029

- FSU Campus Grades K-5:

    o FSU Campus, 601 SW 172nd Avenue, Pembroke Pines, FL 33029

- East Campus Grades K-5:

    o East Campus Elementary, 10801 Pembroke Road, Pembroke Pines, FL 33025

- Central Campus Grades K-8:

    o Central Campus Middle School, 12350 Sheridan Street, Pembroke Pines, FL 33026

The City of Pembroke Pines is using this RFP to complement the contracted Charter School bus transportation services already in place with a technology upgrade through a transportation and rider tracking system utilizing onboard hardware and cloud-based software applications for a diverse group of stakeholders including but not limited to: administrators, drivers, students, families, and the current contractor of charter school bus transportation services.

In regards to the ridership authentication component of the RFP, bidders are asked to provide detailed specifications of the authentication methods available with their hardware and software combinations, and to attach and clearly labeled costs associated with one method (or another, if

more than one is available). Student riders will need to authenticate when boarding and exiting a bus through some available method that identifies the rider, and determines if that rider is boarding the current bus or route. If they are not, the system should be able to provide the driver and student in question with details to provide the student safe and correct transportation to their school or to their home stop.

1.4   SCOPE OF WORK

1) **Hardware Equipment:** Prospective Contractors should provide a schedule for implementing this agreement in the event they are selected as the successful Contractor. The schedule should address:
   a. Specifications of hardware equipment
   b. Specifications for recommended installation or mounting of hardware
   c. Schedule for bus evaluation, delivery, and installation
   d. Any necessary training for hardware use and handling

2) **Software Descriptions:** Prospective Contractors should provide a schedule for providing access to software applications. The schedule should address:
   a. Descriptions of software applications, platforms, versions, and features specific to each, etc.
   b. Resources for best use of said applications provided to the necessary parties
   c. Any necessary training for software use and best practices

3) **Equipment Maintenance:** Prospective Contractor shall maintain all equipment used in the tracking of transportation and student riders solely at their cost. In coordination with the City of Pembroke Pines' current contractor for Charter School bus transportation services, the Contractor awarded this bid will perform hardware repairs, replacements, etc. In the event the City replaces their current their school bus fleet with new vehicles, the vendor shall include any additional costs that will be incurred for the transfer of their hardware & equipment to the new fleet.

4) **Equipment Description:** Prospective Contractor shall submit a description of the equipment that their firm proposes to use in carrying out the contract at the time of RFP submittal and, if the contractor is awarded the bid, prior to the beginning of each school year. The description of equipment must include hardware classification, model numbers, and IMEI or serial numbers for differentiation, if available at the time of bid submission.

5) **Equipment Compliance:** It is understood that all equipment furnished shall comply with all statues in force, and that if any hardware equipment owned by the Contractor fails at any time to comply in whole, or in part, during the term of the contract, it shall be replaced by the Contractor without expense to the City of Pembroke Pines, and without claims for adjustment to compensation.

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6) **Equipment Inventory:** If the successful Contractor does not have adequate equipment at the time of award of the contract, the Contractor shall present the City of Pembroke Pines with a certified statement from an authorized dealer, manufacturer, or other reliable source, showing all necessary equipment will be supplied and such equipment will be available on-site for use by the Contractor for performance of the contract.

7) **Standby Inventory:** Standby hardware equipment and installation materials in a number equal to two percent (2%) of the regularly outfitted fleet, meeting the same specifications, shall be available on-site to provide extra-curricular service and to be used in the event any vehicle regularly transporting students is equipped with an inoperable hardware device.

8) **Training Program:** The Contractor shall plan and administer a training program or schedule in collaboration with the City of Pembroke Pines, Charter Schools, and the current contractor of Charter School bus transportation services. The training program must include, but is not limited to, the following:

   a. **Drivers and Associated Fleet Personnel**
      i. Hardware device use and handling, including protocol for replacement or troubleshooting
      ii. Hardware device app use, included but not limited to, beginning or finalizing a route, dispatching alerts, and assisting student riders when authenticating, or dealing with unauthorized riders
      iii. Provide drivers and fleet personnel with Student-specific support materials and instructions

   b. **Students**
      i. Instructions and other support material for teaching student riders how to board and exit the bus when authenticating at the device

   c. **Families / Parents / Legal Guardians**
      i. Provide accessibility or ability to subscribe to mobile app component of the transportation and rider tracking system
      ii. Instructions and other support materials for how to use said app and contact information for app support
      iii. Provide families with Student-specific support materials and instructions

   d. **School Administrators**
      i. Hardware device use and handling in regards to registration or enrollment of student riders
      ii. Provide access to web application or portal for daily dashboard and monitoring or reporting capabilities
      iii. Instructions and other support materials for how to use said app and contact information for app support

    iv. Provide school administrators with Driver-specific, Student-specific, and Family-specific support materials and instructions

  e. City-level Administrators

    i. Hardware device use and handling in regards to registration or enrollment of student riders

    ii. Provide access to web application or portal for daily dashboard and monitoring or reporting capabilities

    iii. Instructions and other support materials for how to use said app and contact information for app support

    iv. Provide City-level administrators with Driver-specific, Student-specific, Family-specific, and School Administrator-specific support materials and instructions

1.4.1 Routes and Schedules

1) **Passenger List:** The City of Pembroke Pines will provide to the successful Contractor a complete listing of eligible passengers along with their home addresses, grades, and school assignments. In addition, the City of Pembroke Pines shall make arrangements to update such listings for the Contractor on an as needed basis.

2) **Route Approvals**: Routes developed by the City of Pembroke Pines and/or the current contractor for Charter School bus transportation services are to be submitted to the successful Contractor of this RFP. The routes must be available electronically through the software application for drivers and for administrators at their respective software applications for monitoring and review. Routes will indicate a route number; all stop locations and estimated stop time, estimated number of passengers and their assignment per stop, if applicable, and start and end time for the route. The City of Pembroke Pines or current contractor for Charter School bus transportation services will cooperate with the Contractor to ensure electronic routes available across the software platforms conforms to approved routes being operated. Any changes or suggestions will be requested or conducted in a reasonable and timely manner.

3) **Student Bus Attendance:** Conflicts regarding eligibility of riders and stop locations will be decided by the City of Pembroke Pines or its designee (i.e. the current contractor for Charter School bus transportation services). The Contractor agrees to abide by all decisions of the City of Pembroke Pines in this area. The Contractor, through the capabilities of the onboard hardware and embedded software application, will provide and maintain, for all drivers the ability to see the names and associated stops of all students assigned to their routes. The Contractor will immediately provide the City of Pembroke Pines with such student assignments and historical logs of ridership activity when requested by the City of Pembroke Pines. The City of Pembroke Pines or designee will formulate a plan to ensure all routes loaded electronically are in fact the

approved routes. Any cost associated to maintaining the validity of the electronic records of the routes will be assumed by the City of Pembroke Pines or their designee in charge of approving and revising said routes.

4) **Routing/Tracking Software:** The central component of this contract is the capability of providing software for electronic, cloud-based routing and communication of said programmed routes to the hardware onboard the City's charter school bus fleet, as well as the capability of said hardware to provide geo-localization (GPS tracking) of its location in real-time. A routing/tracking system is necessary to plan efficiency of service and ensure timely communication. The Contractor will provide routing software to be used by the City of Pembroke Pines or its designee's purposes, and will provide a license to such data to be used across the rest of the Contractor's proposed software applications to communicate and interface between the Contractor, the City of Pembroke Pines, its designees, and the greater Pembroke Pines Charter School community. Details of the requirements are outlined in the Technical Specifications of this document.

5) **Required Records:** The Contractors transportation and rider tracking system shall maintain complete and accurate records of all trips provided, and such other reports the City of Pembroke Pines may request using the data being collected, included but not limited to: location, time, identity, alerts, inconsistencies, etc. Details of requirements are outlined in the Technical Specification section of this document.

6) **Compliance:** The Contractor and the City of Pembroke Pines agree that failure to comply with the requirements outlined in the Agreement will result in a cost reduction to be negotiated and agreed to by both parties.

7) **Compensation:** Prospective Contractor should outline their anticipated method for the financing of this service. There are two options: contracted service will be billed directly to the City and paid directly to the contractor, or contractor's payment will be based on a monthly subscription model by another serviced party such as families (i.e. parents or legal guardians) with access to a software application, such as a web- or mobile-based app. If a prospective vendor is proposing a monthly subscription-based model, their proposal should outline in detail how the fees charged to the families will cover the monthly costs of the equipment and software service used by the City Charter School System and the City's contracted Transportation Service provider. Additionally, if an opportunity exists for prospective vendors to share a portion of the revenues generated from families in the monthly subscription-based model, this information should be outlined in detail. The revenue-sharing option is a value-added feature that the city is willing to consider.

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1.5   TECHNICAL SPECIFICATIONS

1.5.1   Student Data Requirements

1) The system should have the ability to manually add, delete or update student changes when interface updates from other systems are not available. (Ability to manually add a student to the system without district student I.D.)

2) The system should allow the user to protect certain student records or attributes in order not to wipe out specific manually entered students.

3) The system should store the school of residence (which may differ from school of attendance, as in Alternative Education, Special Education and Career Tech Programs).

4) The system should be able to store emergency contacts with phone numbers and a note indicating the relationship of the contact to the student (data synced from student information system).

5) The system should allow the user to enter notes in paragraph form.

6) The system should be able to store a photograph of the student.

7) The system should be able to import photographs (in batch or individually) from the student information system.

8) The system should store a Family ID code and use that code to group students into families.

9) The system should use the Family ID to allow the user to apply changes made to one student other students in the same family (where appropriate and at user discretion) without having to open each student record.

10) The system should allow the operator to attach files in standard formats to the student record. These attached files should be stored with the system and remain with the student through grade advancement.

1.5.2   Importing Student Data/Rollover Requirements

1) The system should accept ASCII downloads in fixed-field, comma delimited, or tab-delimited formats.

2) The system should provide the user the ability to preview the import prior to running to verify that it will import properly.

3) The system should process downloaded data during the import process to geocode students and assign each student to the appropriate walk/ride status, bus stop, and school (according to the established system rules).

4) The system should allow Transportation personnel to grade advance students to begin work on the next year's routes without altering the routes (or students) for the current year or creating a separate database.

5) The system should allow User-initiated grade-advance (rollover) that moves the student from grade to grade, school to school, and stop to stop (if district rules require such a changed based on the new grade level). This must be a single process, not requiring multiple iterations.

6) The system should allow the official district rollover data be imported into the data used for next year's routes without altering any current routes.

1.5.3   Geocoding

1) The system should have the ability to export student and bus stop locations for purposes of the district using other programs to graphically display this information.

2) The system should provide batch address matching capabilities and will provide a report identifying students whose address didn't match.

3) The system should automatically geocodes students, individually or in batch, based on their house number and street name.

4) The system should automatically accept standard variations, such as ST/Street, AV/Ave/Avenue, etc.

5) The system should automatically recognize simultaneously valid situations where a single street is known by more than one name (i.e. State St/Route 5), allowing either (or any listed) name to be a match for the map.

6) The system should accurately locates a student where the same address occurs more than once in the map (i.e. two addresses of 50 Main St in different communities).

7) The system should allow for manual geocoding.

1.5.3   Geographic Information System Requirements

1) The system should provide an electronic map that represents the district streets, including known subdivisions or other roads up to the time of delivery of the system. We require a map with the most accurate data for the City of Pembroke Pines and Broward County.

2) The system should allow subsequent and periodic importing of a new map from commercially standard mapping formats, such as ESRI or MapInfo.

3) System should be able to utilize Tax Parcel data or structure point data for geocoding. This means each address is assigned an exact latitude & longitude. Students should be mapped directly to the latitude / longitude, the parcels/points are not just a visual reference.

4) System should allow users to adjust an address point or tax parcel in Map Editing. Example: Users can click the address point on a house and drag the address point location to the bus stop on the satellite map. Any future geocoding should honor the new location of the address.

5) Users should be able to edit the map from any map in the system (routing map, boundary planning map, student record map, etc.)

6) The system should allow importing of subsequent and periodic changes in the boundary layer information from the commercially available formats, such as ESRI or MapInfo.

7) System should allow for manually pinning students to their assigned stop.

8) System should offer a one-click link to Google Street View, where a user can click on any map, and a browser should automatically launch to that location on Google Street view.

9) System should protect any District-initiated changes or customizations in the map while accepting the new information from an imported map.

10) Satellite views should be displayable on any map, including during the route building process.

11) Satellite views should scale automatically as the map scale is altered.

12) Displays non-transportation related features such as waterways, airport, railroads, etc.

13) The system should allow flexible definition of colors and symbology that should assist in the differentiation of various routing tactics.

14) System should support the following Requirements: Student information, Full database query capabilities, Custom Report generation, Boundary Planning Demographics analysis, and GPS real time tracking.

15) System should display icons for schools and other landmarks.

1.5.4   Student Safety Features

1) The system should automatically assign a student to a specific safe corner or safe pickup/drop-off location, as determined by the Transportation Contractor.

2) The system should automatically restrict particular corners that are deemed unsafe by the Transportation contractor so that students cannot be automatically assigned to that corner.

1.5.5   Scheduling Future Changes

1) The system should allow for future changes to a student's address and/or transportation needs to be scheduled for the date on which changes are to occur.

2) The system should allow for a future change to have a termination date as well as an initiation date.

3) The system should allow for continuous alternate scheduling, such as where one week a child would be picked up according to the mother's address on Monday, Wednesday, and Friday, but Tuesday and Thursday the father's address. The next week would be Monday, Wednesday and Friday at the father's address and Tuesday and Thursday at the mother's (frequencies at the discretion of the user/parent request).

4) The system should allow all changes in transportation pursuant to the scheduled changes will be visible on the record with the change, and show the assignments that will be used unless route changes are made in the interim.

5) The system should allow all changes to student transportation requests will automatically occur in the week containing the change date.

1.5.6   Student Filter Functions

1) The system should easily find students whose ride time exceeds an input number of minutes.

2) The system should allow the user to search for student records on any of the displayed student fields.

3) The system should allow the user to create customized filters linked with and/or clauses.

4) The system should allow the user to store commonly used filters with a name and to call up that filter by the stored name.

5) The system should easily filter students whose home location is not (or is) located on the map. Current policy allows for students that do not live within 2 to 3.5 miles from school to go to their nearest stop or a stop of their choosing. Those students should be able to be manually added to the stop of their choosing. The Transportation Service provider also has "depots" that allow any student to ride a bus from or to school. The depots should be included as stops on the routes assigned to those areas, and the students at the depots should be able to be manually added as being picked up/dropped off at those locations.

6) The system should easily filter students inside or outside of any selected boundary.

7) The system should find any student whose transportation information (such as bus stop, bus number, route/run number, or time at the bus stop) has changed since the last time notifications were printed.

1.5.7   Routing Functions

1) The system should allow the user to see all students on a route on the map at the same time, not just one stop at a time.

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2) When looking at a route, the system should give a clear visual indicator of which students are assigned to which stop etc. This must not be 'behind the scenes'.

3) The system should clearly display students as icons on the GIS map so that the user can clearly see which side of the street the student point is located on.

4) The system should automatically indicate the number of students at any stop, with a system indication of those waiting to be picked up as well as those that might already be picked up on any given bus route.

5) The system should automatically update student information (bus stop/ride time, etc.) when they are included on a route.

6) The system should allow examination of the route at any point, displaying the students liable to be on board at that point, along with critical demographic information (name, birth date, phone number). Also run the same report for students yet to board the bus.

7) The system should automatically generate a driving path between bus stops as they are created. The user should have the option to have the software calculate the shortest distance path using street length or shortest drive time using street speeds.

8) The system should visually display the side of the street from which a student has approached the bus stop in order to make manual route decisions to minimize students who must cross the street to get to their stop.

9) The system should appropriately assign students to bus stops that are visually indicated as right-side stops.

10) The system should not pick up a student at a restricted stop unless the user intentionally overrides the rule (and subsequent to a warning of the exception to the rule).

11) The system should allow students for different schools to be on the same bus at the same time, tracking their arrival times at the appropriate schools.

1.5.8   Data Manipulation and Reporting

1) The system should have an initial 'reminder' screen that brings key information to the user's attention immediately upon starting the program. Example: Show students that need to be routed, etc.

2) The system should enable users to view and manipulate information in spreadsheet-like data grids. (Students, schools, routes, stops, alternate sites, students, field trips, staff, etc.) This must be part of the software, not an external reporting procedure.

3) The system should allow the user the ability to view different layouts of information, defined by the user. Columns of data can be shown or hidden at any time. Example: User can pull up a list showing student ID, name, address, street name, AM bus, and PM bus. With 3 clicks, user could add a 'phone number' column to the data view.

4) The system should allow users ability to click on a header and sort data, or sub sort based on secondary fields.

5) The system should allow users to define & save data layout views. Example: an AM Dispatch layout the shows all students with AM routing information, a PM dispatch layout that shows different fields, an overview layout that shows other fields, etc.

6) The system should allow the user when viewing a list of students/staff/routes/etc., the ability to simply highlight a record (or several) and omit them from the list.

7) The system should allow the user must be able to immediately save the data grid to an excel file.

8) The system should allow the user when viewing a list of student's /staff/routes/etc. The ability to select any record(s) and take various actions, including: Map the record, run a report on the record, Edit the record, etc.

9) The system should allow for Analytics – Transportation Metrics - This feature allows transportation personnel to analyze their operations especially during peak time usage, i.e., when most of their buses are on the road. For example, by determining the time of day, a district may find it can consolidate routes and save on both fuel and personnel costs.

10) The system should allow for Analytics - With Analytics, users also may choose to test "what if" scenarios if modifications were made to selected district policies or routes. This analysis will help determine which scenario will yield the most optimal results. For example, by increasing the walk-to-stop distance policy, a district may be able to reduce the number of stops required and the associated fuel costs.

11) The system should allow user the ability to create reports/letters in the system, by building templates that pull data fields into specific locations, similar to mail merge functionality in a Word Processor.

12) The system should come with a library of pre-defined reports for students, staff, routes, schools, field trips, etc.

13) The proposal should offer unlimited custom reports at no additional charge. Examples include district specific parent letters, stop lists, route sheets, cost comparison reports, etc.

1.5.9   Transportation Specific Reporting

1) The system should be able to print stop lists with or without student names (at user discretion).

2) The system's reports for drivers should include the distance from one stop to the next, or from each turning movement to the next.

3) The system should be able to report all stop lists and/or driver directions immediately following any route change.

4) The system should allow changes to the map that might add points to a street and will not require all directions to be reprinted for routes traversing that street.

5) The system should be able to indicate the pick up or drop off location for the route.

6) The system should allow district-selected student data to be printed with each student.

7) The system should allow the student photograph to print with the student's name, by stop.

8) The system should be able to indication whether a student must cross the street to arrive at their bus stop (listed with each student).

9) The system should allow the user to edit and save the templates to create custom Driver Directions/Stop lists, including the ability to change fonts, sizes, and locations of certain types of information.

10) The system should automatically print notifications for the driver to indicate railroad crossings or other road-based hazards.

11) The system should be able to print route sheets singly, or in user-selected batches.

1.5.10 Planning, Simulation and Optimization

1) The system should have a boundary planning component allowing for editing boundaries, enabling users to track student data and student populations.

1.5.11 Intranet System

1) The system should offer an optional browser-based *Intra*net system designed to give school personnel access to transportation related information, reports and schedules.
2) The intranet system should allow for unlimited users, with a role based security to ensure users have access only to the appropriate information.
3) The intranet browser-based system should enable school personnel to request field trip busing services, and manage the approval process with automated email-notifications.
4) The intranet browser-based system should have a map display feature that displays the location of a student's home relative to the student's am and pm stops.
5) The intranet browser-based system should have a map display feature that displays the entire bus run/trip including the locations of all assigned student's, bus stops and driving paths.
6) The intranet browser-based system should offer a smart-phone application that can be used on an Android device, iPhone or iPad. This App should provide data views, including mapping, student data, route data and attendance tracking capabilities.

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1.5.12 Internet System

1) The internet system should offer a service that enables parents to obtain information regarding school bus and school assignments via the Internet or mobile application.
2) The user interface of the internet system that is viewable to parents should encourage them to request any information about bus locations, times, schedules, or any other matters electronically, to lessen the number of phone calls that would be directed to the Transportation Service provider's office.
3) The internet system or service should provide interactive GIS mapping functionality in addition to text information.
4) The internet system or service should provide functionality to allow the district to send email notifications to parents.

1.5.13 GPS (Global Positioning System) Integration, Fleet Maintenance, Pre-Trip, Student Tracking

1) The system should offer a GPS Integration functionality with a GPS System.

2) The system should allow for GPS Integration functionality which enables users to view GPS data from a compatible GPS product on the primary routing system's GIS map.

3) The system should allow the user to bring up past GPS data from the previous six months.

4) The system should allow for a GPS integration system that compares live GPS data with planned route data and have the option of alerting specific district personnel of any deviations in the planned path, speed, stop location and stop time. Alerts from the system should be via text or email messages.

5) The system should allow for GPS Integration functionality capable of creating a complete bus route, including stop locations, times, driving path, utilizing the GPS data.

6) The system should be able to download collected data via cellular communication and be available on a secure web-based application.

7) The GPS system should provide a platform for customizable and configurable alerts that should have escalating capabilities with alerts including but not limited to; activity alert, battery low voltage alert, GPS Zone alert, idle alert, posted speed alert, and maximum speed alert.

8) The system should have customer service staff available via toll-free number and email during the same days/times/business hours of the City's Charter School System staff and the Transportation Service provider's office staff.

9) The Provider's system should have online help materials, including training videos, user manuals, and product manuals.

10) The Provider's system subscription agreement must include: unlimited user/site access, and map updates, software and firmware updates, and customer support.

11) The system (GPS) should provide an intelligent logging algorithm with high definition data and minimize cellular data communication overhead. Data must be collected based on a combination of time and event logging.

12) The system should include an unlimited data plan, with no extra fees for overage or roaming in North America.

13) The system proposal should have On-site and On-line Training offered by the provider.

14) The proposal should include a dedicated Project Manager assigned to oversee system implementation including Order Fulfillment, Shipping, Installation and Training.

15) The proposal should support two day shipping for new or replacement parts from anywhere in North America.

16) The system's GPS program should capture data in four dimensions - latitude, longitude, time and heading.

17) The system's GPS program should be able to track vehicles even when the vehicle is out of communication range. The system should record and save the information, and backfill when the vehicle is back within range.

18) The system should be able to monitor low battery voltage when engine is off.

19) The system should be able to key-off current draw on battery when vehicle ignition is off and should not exceed 1 milliamp.

20) The system, as an option should have the capability to integrate with the OBDII through the GPS hardware.

21) The system's device should have capability to calculate fuel use within geo-fence or state or province.

22) The system should include web-based application with web access uptime of more than 99.9%.

23) The system should allow for an unlimited number of discrete user profiles, and support a minimum of 100 concurrent system users, at no extra cost.

24) The system should allow for users to find the closest 5 or 10 assets to a vehicle, in case of emergency.

25) The system should provide for a customizable dashboard with a "favorites" section for reports used most often.

26) The system should be capable of reverse geocoding.

27) The system should store data with no additional fee for up to two (2) years.

28) The system should export in .xls, .pdf, .csv, .shp, and .kml (compatible with Google Earth).

29) The system should back up data on a daily basis.

30) The system should include a report and alert for asset use during unauthorized time periods.

31) The system should calculate the emissions produced during periods of excessive idling.

32) The system should calculate the cost of allowable idle, excessive idle, and total idle time.

33) The system should provide alerts delivered via pop-up window, email or text message.

34) The system should provide the ability to create geo-fences in a line, circle or multi-sided polygon (not just a rectangle or square).

35) The system should support data queries using geo-fences. Historical data on-file is queried via user-definable parameters, using geo-fences that can be created at any time and used to query historical data.

36) The system should allow for mass upload of drivers or geo-fences via .csv upload.

37) The system's software upgrades must be seamless to the end user.

38) The system should provide that incident notifications and scheduled reports be automatically generated and emailed.

39) The system's reports and alerts should enable easy access to real-time information including, but not limited to: 1) Actual arrival/departure times and parking locations, 2) Excessive idling, 3) Adherence to route schedules and stops, 4) Adherence to posted speed limits, 5) Adherence to proper railroad crossing procedures, 6) Adherence to proper use of amber warning lights and flashing red stop lights, 7) Harsh braking incidents, 8) Unusual acceleration incidents.

40) The system's standard reports should provide daily, weekly, and monthly cumulative statistics and historical data.

41) The system should have the ability to link the driver/operator to a specific GPS incident (i.e. Excessive Idle).

42) The system should include a GPS program that is integrated with a verified RFID electronic vehicle inspection system. System should verify that drivers/operators are physically present at required inspection point locations in and on vehicle.

43) The system should include an Electronic Inspection System capable of verifying visual Pre-Trip, Post-Trip and PM inspections by requiring vehicle operators to scan a Radio Frequency Identification (RFID) tag with a handheld RFID scanner that must be held in close proximity (no more than 2 inches/5 cm) of the tag, requiring the vehicle

operator to be in the area of the vehicle where components are located that must be inspected prior to use.

44) The system should provide alerts for missed inspections.

45) The system's integrated inspection and GPS program should display all information in the same web application.

46) In addition to inspection location, the GPS program should also provide reporting which details asset activity, activity auditing, location, mileage and/or hours, path reporting, idle monitoring, door event, on-off event, stop time reporting, and speed verification.

47) Idle monitoring and reporting should be based on true idle (engine running) and not allow for the possibility of false idle reporting due to key in on position.

48) All system events should be date/time stamped.

49) All inspection and GPS data collected should be able to be downloaded via cellular communication and be available on a secure web-based application that can be accessed from any computer without the use of preloaded software.

50) The system should be able to provide up to eleven Radio Frequency Identification (RFID) tags capable of being programmed to display the selected vehicle inspection criteria identified by administration.

51) The system should allow for inspection RFID tags to be placed in and around the vehicle in up to eleven (11) locations, not including extended tags.

52) The associated GPS program should identify the location where specified inspections were executed.

53) This system should store the history of the inspections and GPS history of the vehicle activity for up to one full year, and have web-based reporting capability.

54) The inspection device should be protected under warranty of at least one (1) year.

55) The system should be able to track up to five (5) I/Os, and should transmit at minimum the type, latitude /longitude, and time of each I/O event.

56) The system's web-based software should map points or path of I/O activation.

57) The system should include a GPS-GSM system that can be integrated with an RFID web-based solution for student tracking.

58) The RFID Reader should be equipped with a low-power sleep mode.

59) The system should provide a time and date stamp for students boarding and leaving a vehicle.

60) Upon implementation, the system should not impede normal bus loading and unloading processes.

61) The student tracking system should have an RFID card read range of 0-2 inches/0-5 cm.

62) The card reader should provide an audible beep and an indicator light to confirm card reading.

63) Each time the card is swiped, the time, date and location should be logged and transmitted to a secure database.

64) The student tracking system should include option for parent portal that shows the bus number, time, and location of card scans.

65) Information associated with student cards must be securely stored and accessible only via username and password.

66) Alerts for parents must be available via email, text message, or via mobile app.

67) The system should support Zonar-approved Android apps.

68) The proposal must provide ruggedized tablet or other driver interface device with IP54 rating for protection against water and dust, 1 meter drop survival and passing DTNA vibration test.

69) The device's operating temperature range should be at least -20° C to 60° C docked, and -10° C to 60° C undocked.

70) The device's storage temperature range should be -40° C to 85° C.

1.5.13 Tablet or Driver User-Interface Device

1) Device should have integrated flashlight for general use, and for inclement weather safety inspections.

2) Device should have integrated camera, and should be able to include photos with inspections.

3) Icons for other applications (messaging, etc.) should remain visible while navigation is up.

4) Messaging should allow embedded links for simple pickup/delivery navigation.

5) Integrated carrying strap should remain in place while device is docked.

6) Device kit should include hard wired docking and charging cradle.

7) Device should include, at a minimum, a web browser, on-device help, a calculator, a clock and photo capture.

8) Navigation program should include points of interest, and customizable points of interest.

9) Navigation program should include vehicle size, hazmat routing, and includes lane guidance.

10) Device hardware should include rechargeable Li-ion battery with 3 hours of undocked operation time.

11) Device should automatically go to dark screen while vehicle is in motion.

12) Device applications should include option for in-vehicle driver feedback, including hard braking, rapid acceleration and lane changing.

1.5.14 Implementation Services for Routing Software

1) The selected provider must provide the district with a dedicated Project Manager, and an assigned trainer. The district should be able to work with those two individuals for the vast majority of the implementation, and not have to call a different person every time there is a question.

2) The selected provider should offer implementation services with an individual experienced in creating routes that can enter routes from paper route sheets.

3) The selected provider should offer routing services with an individual experienced in creating routes who can build efficient routes using district policies and proficient routing techniques.

4) The selected provider will be responsible to enter district boundaries.

5) The selected provider will be responsible to enter district walk-to-stop distances.

6) The selected provider must produce maps with the indicated data for district review prior to training.

7) The selected provider must be able to create a customized student database, taking into account district needs, and import all students.

8) The selected provider must be able to conduct an initial address match of student information against the map file and correct errors not requiring district knowledge.

9) The selected provider will be required to correct student geocoding issues that do not require district knowledge.

10) The selected provider will be required to create bus stop zones for all bus stops.

1.5.15 Training for Routing Software

1) The selected provider will be responsible to train district staff on their own live and operational data.

2) The selected provider must supply a brief description of the training plan, onsite and offsite etc.

3) The selected provider must have a system in place for future additional onsite or online training, as might be needed.

1.5.16 Implementation Services for Routing Software

1) The proposed system must be able to accept the number of licensed users to fully support the needs of the City, the Charter School System and the city's contracted transportation provider.

2) The proposed system should be able to accommodate the maximum number of sites that will have access to the student bus list, schedules, student's transportation schedules, etc. List any restrictions on the number of users.

3) The selected provider must be able to provide a perpetual license for the software received. Declining annual fees will not alter the legal use of the software received.

1.5.17 Licensing

1) The selected provider should be actively working to improve their current offering, with substantial improvements in periodic releases. If the selected provider cannot support any product due to inside or outside software, there will be no charge for that product.

2) Any improvements to software purchased subsequent to this RFP shall be provided the district, as long as the district maintains the selected provider's annual fee requirements.

3) The provider must produce the previous five (5) years functional upgrade release schedule for each separate program included in their proposal. This should include a brief indication of any new functionality added to the system.

4) The selected provider must produce a list of minimum and recommended hardware configurations.

1.5.18 Security

1) The proposed system's access rights should be defined by user groups, with each member of the group inheriting the group rights.

2) The proposed system should provide that each user is assigned a separate password and have the ability to change that password.

3) The proposed system's security shall use the same user/user group concepts, with the rights assignable as appropriate for the specific software.

4) The proposed system must support Active Directory.

5) The proposed system must provide a fine grain of control over functional elements of the system so that users may be allowed "view," "edit" and/or "print" abilities.

6) The system should allow for function level security levels on various functions on the map. This includes the ability for some to view the map and to edit only certain features and while others to have full access.

7) The system should provide student records be automatically stamped with the user name and time of change.

8) The system should provide route records be automatically stamped with the user name and time of change.

9) The system should allow the district to assign any combination of read/write/delete access by group policy to components of the system to administer appropriate security for a variety of roles including, but not limited to, transportation, district departments, and parents.

10) The system should allow the user to mark certain student records as "confidential," and to print such instructions on driver sheets.

11) The system's browser-based applications should provide for the use of Secure Sockets Layer (SSL) encryption, or better.

1.5.19 General Maintenance

1) The system must use Microsoft SQL Server or an equally reliable software (such as Oracle) as the system database.

2) The system's database should allow the Charter School District to connect to the database with third party software, if desired.

3) The system should provide the student data be stored in a single database. Spreading the district's enrollment over multiple databases or database instances does not meet the student enrollment criteria for this qualification. The district desires to manage all students in a single database instance.

4) The system should provide that no other database server or database software is required for the normal functioning of the system.

5) The system should be self-maintaining. No periodic maintenance functions should be required to update maps, routes or student information when any of those elements are changed.

6) The system should not require users to exit the system to process any changes to students, routes, maps or boundaries. Please indicate any/all functions that require that only a single user be logged in while that function is running.

7) The system should be scalable to accommodate both current and future populations without requiring a different version, program, or expense for adding additional students and/or routes.

8) Although the City recognizes the value of vendor support, it desires to be capable of all important functions of the software without vendor intervention. If there are any processes that require vendor assistance, please indicate those functions.

9) The system's audit trail should track the user name, machine, date and item changed.

10) The system should automatically archive relevant transportation information nightly.

11) The system should provide timely, no-charge, unlimited, telephone support (renewable annually).

12) Please provide an indication of the response times that we can expect.

13) The system should provide secure, no-charge, Internet connections for remote viewing or control of the district's computers.

14) The proposal should provide extended support hours during the weeks before and after school startup.

1.5.20 Reports

1) The system should enable the Charter School System administration and the Transportation Service provider to easily create ad-hoc reports as necessary.

2) The system should provide a report of student bus riding time that exceeds the maximum ride time established by District policies.

3) The system should have the ability to track changes and provide a report that affects a student's transportation based on the following: Route changes that affect bus stops, stop times, and student changes that require bus service to a stop.

4) The system should have the ability to provide a report of students that have been deleted from the system with the bus service stops affected.

5) The system should have the ability to provide a report of students that have changed request for bus service with the service stops affected.

6) The system should have the ability to generate change notifications to parents.

7) The system should have the ability to generate reports based on schools services by bus routes.

8) The system should have the ability to provide reports that can be electronically exchanged on a variety of platforms.

9) The system should have the ability to provide reports that can be printed on a variety of paper sizes based on selected scale preference, and include the appropriate level of annotation and street detail.

10) The system should have the ability to provide reports that allow the use of colors and symbols to be modified at user discretion.

11) The system should have the ability to generate route sheets that contain all segments within a driver's daily route assignment.

12) The system should provide the option of printing route sheets with student information at each stop that include other fields from student records at user discretion.

13) The system should provide the option of printing reports based on student's school of attendance and provide the option to select other field definition from within the student record at user discretion.

14) The system should be capable of producing a report of available stop locations to provide to schools and other interested parties with stops and with or without student assigned information.

15) The system should have the ability to determine and print a report of total miles traveled by all buses on a given day.

16) The system should allow users the ability to create and print reports and permit the user to change any layout on these reports.

17) The system should have the ability to identify or flag maintenance on system or routing service and provide a report based on the following: Unmatched Student addresses, Non routed students, student at stop no bus, students with no stop and no bus, student with special service requirements, Identify new students, Identify student address changes, Identify students who have been removed from buses, Identify students who have been deleted from the system, Non routed students, Routes over certain length of time.

1.5.21 Workstation and Browser Requirements

1) The proposed system should support Windows 7, 64-bit, Service Pack 1 or higher (Windows 10) for all components.

2) The proposed system should support Google Chrome, Version 71.x (64-bit) or higher.

3) The proposed system should support Microsoft Edge.

4) The proposed system should support Firefox Version 62.x or higher (64-bit).

5) The proposed system should support Internet Explorer 11.x.

6) The proposed system should support DNS (IP) printing (if client application).

1.5.22 System Technical Specifications

1) If the proposed system requires an onsite server(s), then the network operating system should be Windows Server 2012 R2 (Standard) or higher with the latest updates.

2) The proposal should list the servicers and the function of each (examples: database, reports, web application, etc.) recommended for implementing a Charter School district of 2,496 students.

3) The proposal should provide a minimum and recommended server hardware specifications for each server required.

4) The proposal should include processor, RAM, hard drive size, NIC configuration (e.g., quantity for redundancy/load balancing) and RAID technology used for disk subsystem.

5) The proposal should describe the backup and recovery strategy provided, and list any additional third-party tools required.

6) The system should support VMWare. Please indicate: version and the server requirements for this environment.

1.5.23 Database

1) The proposal should indicate if the database is centralized.

2) The proposal should indicate if the system is ODBC compliant.

3) The proposal should indicate if the system utilizes a SQL database, and if so should indicate the version. If other, indicate the type.

4) The proposal should indicate if the database structure supports fiber channel SAN storage.

5) The proposal should indicate if the organization's support policy will allow for open bi-directional read and write capability to the database tables.

6) The provider should be able to demonstrate they have 3 or more reference school districts similar in size which have been using the Microsoft SQL- Server version of the proposed routing software for 5 or more years.

1.5.24 Web

1) The system should use IIS web server software, version 7.5 or higher. If not, the proposal should indicate the server software and the version.

2) The system should be able to be accessed remotely by external clients through a web server located in a DMZ.

3) The proposal should allow for the installation of a third-party SSL certificate purchased and maintained by the district.

1.5.25 Workstations

1) The proposal should indicate if the system works in and is supported by, Windows 7 64-bit, Service Pack 1 or higher (Windows 10).

2) The proposal should indicate the minimum and recommended Windows workstation hardware specifications, including processor, RAM, hard disk size, & NIC monitor resolution.

3) The proposal should indicate what the average time is, after a major operating system or browser release is certified and supported. Describe your testing and release process.

4) The proposal should indicate if there are any specific server/client requirements at the workstation level. If so, list those requirements.

1.5.26 Browsers

1) The proposal should indicate if the system is Firefox, Version 62.x (64-bit Windows) tested and supported by you and your database provider (e.g. SQL, Oracle, other). List all versions you tested and supported.

2) The proposal should indicate if the system is Internet Explorer 11 (64-bit Windows) tested and supported by you and your database provider (e.g. SQL, Oracle, other). List all versions you tested and supported.

3) The proposal should indicate if the system is Google Chrome, Version 71.x (64-bit Windows) tested and supported by you and your database provider (e.g. SQL, Oracle, other). List all versions you tested and supported.

4) The proposal should indicate if the system requires a java plug-in. If so, what version is required for Windows 7, Service Pack 1 or higher (Windows 10).

5) The proposal should indicate if the system requires any additional plug-ins or third party applications needed (Adobe Flash Player, etc.). If so, list application, plug-in and version, by platform (Windows 7, Service Pack 1 or higher (Windows 10)).

6) The proposal should indicate if the system requires any specific configuration changes required at the workstation level. If so, list those changes.

1.5.27 Printing

1) The proposal should indicate if the system supports DNS printing.

2) The proposal should indicate if the system's implementation require a print server hardware or software. If so, list the required items.

3) The proposal should indicate if the system supports Adobe 11.X or higher for Windows.

4) The proposal should provide the minimum and recommended printer hardware specifications.

5) The proposal should indicate if the system requires any applications for printing.

1.5.28 Application Development

1) The proposal should indicate if any of the system's components do not support a web browser interface. If so, please delineate the function of each of these components.

2) The proposal should indicate if the application was initially designed and developed as a web-based solution.

3) The proposal should indicate if any of the application's components have been converted from a client-server or other legacy platform to support a web-based interface. If so, please identify these components.

4) The proposal should indicate if the application is supported on mobile devices. If yes, which mobile OS.

5) A critical component of this system is the ability for parents to interface with the student tracking system using a mobile application. Describe your application's parental user interface in detail, and provide screenshots.

1.5.29 Security, Authentication and User Account Structure

1) The proposal should indicate if the SSL certificate resides on the web server. If not, indicate where it resides.

2) The proposal should indicate if the system includes tools for traffic analysis and reporting that indicate current users and usage frequency by modules used.

3) The proposal should indicate if the system provides rollback capability for transactions that fail to complete successfully.

4) The proposal should indicate if the system provides allows the roll back to the pre-transaction state, without interfering with or impact the performance of other system users.

5) The proposal should indicate if the application is LDAP compatible and able to authenticate users through the district active directory domain.

6) The proposal should indicate if the application provides varied access levels based on district-defined criteria, e.g. teachers would have a different access level than principals or assistant principals, admin (central staff) etc.

1.5.30 Looking to the Future

1) The proposal should include a statement regarding the organization's future plans / approach for continued innovation and improvement for the system.

City of Pembroke Pines

1.6   PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

All proposals shall address and be tabbed/indexed as outlined below:

Title Page:

List the following:

Subject: **RFP # ED-18-02 "Charter School Bus and Student Tracker"**

1.   Date
2.   Name of the Firm
3.   Contact Person (including title) authorized to represent your firm
    i. Note: This contact person shall also be listed on Attachment A: Contact Information Form
4.   Telephone Number
5.   Email Address

Tab 1 - Table of Contents:

Include a clear identification of the material included in the proposal by tab number and page number.

Tab 2 - Letter of Interest:

Limit to two (2) pages.

1.   Attach a letter of interest that explains your firm's interest in working on this project, a positive commitment to perform the required work and a description of the firm including:
    a. Include the size, range of activities, financial history, strength, stability, experience, honors, awards, recognitions, etc.
    b. Summary of abilities and experience of the firms' professional personnel (More detail to be provided in **Tab 3 - Experience and Ability**)
    c. Summary of past performance of the firm on similar projects (More detail to be provided in **Tab 4 – Relevant Past Projects**)
    d. Recent, current, and projected workload of the firm, and availability and access to the firms' top level management personnel.

City of Pembroke Pines

Tab 3 - Experience and Ability (25 points):

The relative experience and qualification of each applicant's proposed team, with respect to the project scope, will be judged and a relative rating assigned. This parameter expresses the general and specific project-related capability of the in-house staff and indicates the adequate depth and abilities of the organization which it can draw upon as needed. This will include management, technical, and support staff. Major consideration will be given to the successful completion of previous projects comparable in design, scope, and complexity.

1. Describe the specialized experience and technical competence of the firm or persons with respect to working on K-12 school bus and student tracking projects similar to the system that is being called for in this RFP. Please include the capability of carrying out all aspects of system design, implementation, training, hardware installation, software installation, and system upgrades.
2. A minimum of five (5) years of experience designing and implementing similar customized systems for K-12 school districts. Please provide proof of such experience.
3. The firm or persons must provide information on their proximity to and familiarity with the area in which the project is located.
4. Please describe the past record of performance of the firm or persons assigned to this project with respect to ability to meet deadlines for implementation and start up, accessibility to clients, communication, and coordination skills.
5. Identify the contact person and supervisory personnel who will work on the project, including the relative experience of all professionals proposed for use on the team in the planning, design and administration of the project.
6. Provide resume(s) of the key persons and the on-site staff to be assigned to the project with emphasis on their experience with similar work.
7. Resumes should list qualifications, including education, experience, honors and awards received, and professional associations of which the firm and/or its personnel are members.
8. Explain the ability and experience of the field staff with specific attention to project related experience.

Tab 4 - Relevant Past Projects (25 points):

Provide specific examples of similar contracts delivered by the proposed team members. Provide details on related projects (preferably where the team was the same). Relevant past projects should be from the last five (5) years, and past customer contact persons should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications. Details should include the following:

1. Attachment M: References Form

2.   List of ongoing contracts/projects with their current status and projected termination dates

Tab 5 - Firm's Understanding and Approach to the Work (25 points):

The understanding that the applicant and consultants demonstrate as to the requirements and needs of the project, including an evaluation of the thoroughness demonstrated in analyzing and investigating the scope of the project.

1.   Provide a narrative statement demonstrating an understanding of the overall intent of this RFP, as well as the methods used to complete assigned tasks.
2.   Please clearly describe all aspects of the project proposed.
3.   Include details of your approach and work plans.
4.   Identify any issues or concerns of significance that may be appropriate.
5.   A brief statement must be included which explains why your proposal would be the most effective and beneficial to the City of Pembroke Pines.

Tab 6 – Project Cost (15 points):

1.   Attachment A: Contact Information Form
   a.   Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
   b.   Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.
   c.   The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
   d.   Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
   e.   Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.
2.   Along with the fee for services stated in Attachment A, vendors should provide:
   a.   A copy of the firm's current billing rate schedule.
   b.   A list of assumptions (i.e. number of meetings with staff, commission, etc.) that are included in the proposed cost along with a list of any additional costs that are not included in the proposal.
3.   The details of deliverables, project timetable and specific payment schedule will be determined during final contract negotiations and will be based upon the consultant

proposal and the completion of identified tasks, including staff review and consultant revisions.

Tab 7 – Revenue Sharing Option (5 points)

In addition to the Proposal costs set forth in Attachment A, if your firm is willing to propose a revenue-sharing subscription based model with the City to cover the cost for your system (wherein the families are charged a monthly fee per student, and the revenue from that fee is used to cover your cost) please provide a detailed breakdown of the projected revenue generated by this subscription based model, the proposed percentage split between your firm and the City, and the frequency that the split revenue would be payable to the City (monthly, quarterly, bi-annually). Below is an example **for reference purposes only**:

Price per bus for hardware & software = $20.00 per month
Quantity of buses = 50
Fee per student = $2.00

50 buses x $20.00 per bus = $1000.00 Monthly System Cost

	1000 Students	1500 Students	2000 Students
Total Revenue (# of students x fee per student)	$2000.00	$3000.00	$4000.00
System Cost	$1000.00	$1000.00	$1000.00
Excess Revenue (Total Revenue – System cost)	$1000.00	$2000.00	$3000.00
Firm Share (60%)	$600.00	$1200.00	$1800.00
City Share (40%)	$400.00	$800.00	$1200.00

Tab 8 – Other Completed Documents (5 points for Vendor Preference - Local/VOSB):

1. Attachment B: Vendor Information Form and a W-9
   a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. October 2018), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.
2. Attachment C: Non-Collusive Affidavit
3. Attachment D: Sworn Statement on Public Entity Crimes Form
4. Attachment E: Local Vendor Preference Certification
   a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
   b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.

    c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

5. Attachment F: Veteran Owned Small Business Preference Certification
   a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
   b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.
6. Attachment G: Equal Benefits Certification Form
7. Attachment H: Vendor Drug-Free Workplace Certification Form
8. Attachment I: Vendor Certification Regarding Scrutinized Companies List
9. Attachment J: Proposer's Completed Qualification Statement
10. Proposal Security (Bid Bond Form or Cashiers Check)
    a. In the event that the proposal exceeds $200,000, the proposal must be accompanied by a certified or cashiers check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida, in an amount not less than five percent (5%) of the amount of the base Proposal price.
    b. Contingency is not to be counted in the total amount the proposal security is based on.
    c. Proposers must submit a scanned copy of their bid security (bid bond form or cashiers check) with their bid submittal through BidSync.
    d. Proposers must also submit their original bid security (bid bond form or cashiers check) at time of the bid due date, or they may be deemed as non-responsive.
    e. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - RFP # ED-18-02 Charter School Bus and Student Tracker**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.
    f. Please see SECTION 4 - SPECIAL TERMS & CONDITIONS of this RFP for additional information.

Tab 9 - Business Structure, Licenses and Professional Registration Certificates:

1. Copies of city, county, and state professional licenses and business tax receipts.
2. Business tax receipts.

Note – If claiming Local Vendor Preference, the business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.

Tab 10 - Additional Information:

Please provide any additional information that you deem necessary to complete your proposal in this section, if it has not been requested in another section.

1.7   EVALUATION OF PROPOSALS & PROCESS OF SELECTION

A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the RFP. Evaluations shall be based upon the information and references contained in the proposals as submitted. **As such, the Proposal should be as comprehensive as possible; clearly describing the details of services that the Proposer intends to provide.**

B. The City will convene an Evaluation Committee and brief its members on the scope of the project and the services required. The Evaluation Committee will evaluate proposals based on the following criteria:

Criteria	Points
Experience and Ability	25 points
Relevant Past Projects	25 points
Firm's Understanding and Approach to the Work	25 points
Project Cost	15 points
Revenue Sharing Option	5 points
Local Vendor Preference/ Veteran Owned Small Business Preference*	5 points
Total Points	**100 points**

*Please note that the Local Vendor Preference is used to evaluate the submittals received from proposers and are assigned point totals, a preference of five (5) points of the total evaluation point shall be given to the Local Pembroke Pines Vendor(s); a preference of two and a half (2.5) points of the total evaluation point shall be given to the Local Broward County Vendor(s), all other vendors shall receive zero (0) points. Vendors must submit the attached Local Vendor Preference Certification Form in order to qualify for these evaluation points.

Veteran Owned Small Business (VOSB) is also used to evaluate the submittals received from proposers and are assigned point totals, a preference of two and a half (2.5) points of the total evaluation point shall be given to the Veteran Owned Small Businesses.

Vendors must submit the attached Veteran Owned Small Business Preference Certification Form in order to qualify for these evaluation points.

All other vendors shall receive zero (0) points.

C. The Evaluation Committee shall have the option to short-list the proposers based on the criteria listed above. In addition, the Evaluation Committee may schedule a meeting for the firms to make presentations and answer questions of clarification as part of its evaluation. As part of this process, the firms shall have officials of the appropriate management level present and representing the firm. The project manager should be available. The firm shall be prepared to present an overall briefing regarding the manner in which the contractual obligations will be accomplished.

1.7.1 SCORING FOR COST AND REVENUE SHARING OPTION CRITERIA

The Evaluation Committee will utilize the following when calculating the weighted score of each vendor related to the **Project Cost** and **Revenue Sharing Option** criteria.

For **Project Cost**:
The dollar amount of the **Lowest Cost Proposal** will be divided by **Firm "X" Cost Proposal (*all other cost proposals that are not the lowest*)**, and then multiplied times the **Maximum Available Points for the Pricing Criteria**, which will result in **Firm "X" Weighted Cost Score**.

> **Example:**
> Firm "A" cost proposal is $10,000 and is the lowest cost proposal
> Firm "B" cost proposal is $15,000
> Firm "C" cost proposal is $20,000
>
> Maximum Points Available for the "Project Cost" criteria: 15
>
> Calculation:
> Firm "A": Lowest price and receives 15 points
> Firm "B": $10,000 ÷ $15,000 x 15 points = 10 points
> Firm "C": $10,000 ÷ $20,000 x 15 points = 7.5 points

For **Revenue Sharing Option**:
The **highest percentage amount** given to the City will be given 5 points. All other percentages will be divided by the highest percentage amount, and then multiplied times the **Maximum Available Points for the Pricing Criteria**, which will result in **Firm "X" Weighted Revenue Sharing Score**.

> **Example:**
> Firm "A" percentage to the City is 50% and is the highest
> Firm "B" percentage to the City is 30%
> Firm "C" percentage to the City is 10%

Maximum Points Available for the "Revenue Sharing Option" criteria: 5

Calculation:
Firm "A": Highest percentage and receives 5 points
Firm "B": 30% ÷ 50% x 5 points = 3 points
Firm "C": 10% ÷ 50% x 5 points = 1 point

1.8   TERM AND RENEWAL

Contract term shall be three (3) years, renewable for two (2) additional three (3) year periods. The pricing and percentage of revenue share (if applicable) shall be as proposed herein, for the initial term of the contract.

1.9   TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	**February 12, 2019**
Question Due Date	**March 12, 2019**
Anticipated Date of Issuance for the Addenda with Questions and Answers	**March 18, 2019**
Proposals will be accepted until	**2:00 p.m. on March 26, 2019**
Proposals will be opened at	**2:30 p.m. on March 26, 2019**
Evaluation of Proposals by Staff or Evaluation Committee	**TBD**
Recommendation of Contractor to City Commission award	**TBD**
Issuance of Notice to Proceed	**TBD**
Project Commencement	**TBD**

1.10   SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com **on or before 2:00 p.m. on March 26, 2019.**

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**

City of Pembroke Pines

The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE <u>DO NOT</u> SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

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CONTACT INFORMATION FORM

IN ACCORDANCE WITH **"ED-18-02"** titled **"Charter School Bus and Student Tracker"** attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Did you make sure to submit the following items, as stated in section 1.6 "Proposal Requirements" of the bid package?

Title Page	Yes_____
Tab 1 - Table of Contents	Yes_____

City of Pembroke Pines

Attachment A

Tab 2 - Letter of Interest	Yes_____
Tab 3 - Experience and Ability	Yes_____
Tab 4 – Relevant Past Projects	Yes_____
1. Attachment M - References Form	Yes_____
2. List of ongoing contracts/projects	Yes_____
Tab 5 – Firm's Understanding and Approach to the Work	Yes_____
Tab 6 - Project Cost	Yes_____
1. Attachment A -Contact Information Form	Yes_____
Tab 7 – Revenue Sharing Option	Yes_____
Tab 8 – Other Completed Documents	Yes_____
1. Attachment B - Vendor Information Form	Yes_____
W-9 (Rev. October 2018)	Yes_____
2. Attachment C - Non-Collusive Affidavit	Yes_____
3. Attachment D - Sworn Statement on Public Entity Crimes Form	Yes_____
4. Attachment E - Local Vendor Preference Certification	Yes_____
5. Attachment F - Veteran Owned Small Business Preference Certification	Yes_____
6. Attachment G - Equal Benefits Certification Form	Yes_____
7. Attachment H - Vendor Drug-Free Workplace Certification Form	Yes_____
8. Attachment I - Vendor Certification Regarding Scrutinized Companies List	Yes_____
9. Attachment J - Proposer's Completed Qualification Statement	Yes_____
10. Proposal Security (Bid Bond Form or Cashiers Check)	Yes_____ N/A_____
Tab 9 – Business Structure, Licenses and Professional Registration Certificates	Yes_____
1. Any applicable city, county, and state professional licenses	Yes_____

2. Business tax receipts.	Yes_____
Note – If claiming Local Vendor Preference, the business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides along with any previous business tax receipts to indicate that the business entity has maintained a permanent place of business for a minimum of one (1) year.	N/A_____

C) Sample Proposal Form

The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

One-Time Installation – Costs billed directly to the City

Hardware & Equipment – Price per unit

Item #	Item Description	Quantity	Per Unit Cost
1)	GPS Hardware	50 Buses	Price to be Submitted Via BidSync
2)	Rider Authentication Device (if sold separately)	50 Buses	Price to be Submitted Via BidSync
3)	Driver Interface Device (if sold separately)	50 Buses	Price to be Submitted Via BidSync
4)	Rider Authentication RFID Card	2500 Students	Price to be Submitted Via BidSync

Software Package

Item #	Item Description	Total
1)	Software	Price to be Submitted Via BidSync
	Please provide the number of licensed users included in the Cost	To be Submitted Via BidSync
	Additional Licensed Users *If there is an additional cost to add user licenses beyond the standard number above, please include that cost:*	To be Submitted Via BidSync
2)	Implementation	Price to be Submitted Via BidSync
3)	Training	Price to be Submitted Via BidSync

City of Pembroke Pines

Alternative: Revenue Sharing Option, Subscription-Based Model

Frequency of revenue share paid to the city (monthly, quarterly, bi-annually)

_____

Price Per Bus per Month (inclusive of hardware, software & installation)	Quantity of Buses	System Cost
Price to be Submitted Via BidSync	**50**	**Price to be Submitted Via BidSync**

Fee Per Student (Charged to parents for access to Student Tracking Portal)	Percentage to Firm	Percentage to City
Price to be Submitted Via BidSync	**To be Submitted Via BidSync**	**To be Submitted Via BidSync**