



Mark Heckart
EXECUTIVE DIRECTOR

Request for Information

June 27, 2014

RFI No: 15-001GR-SL Student Transportation Services

DATE: July 10, 2014

TIME: 2:00 p.m.

LOCATION: Albuquerque Public Schools
(Address for Procurement Department
Hand or Courier 6400 Uptown Blvd NE, Suite 500E
Delivery) Albuquerque, NM 87110

(Due to elevator replacements, please allow appropriate time for delivery to the Procurement Department location before the deadline time and date from April 21 – September 21, 2014.)

U.S. MAIL DELIVERY: Albuquerque Public School
Procurement Department
P.O. Box 25704
Albuquerque, NM 87125
(Allow appropriate time for delivery to the Procurement Department location before the deadline date and time).
PLEASE NOTE OUR NEW ADDRESS CHANGE

CONTACT: Gustavo M. Rossell, Senior Buyer
rossell@aps.edu, (505) 878-6125

SPECIAL INSTRUCTIONS: Complete RFI documents as required. Your response must be received in the APS Procurement Department prior to the specified date and time regardless of delivery option selected. **Late RFIs are not accepted and will be returned un-opened.** To ensure proper identification and handling, clearly indicate the RFI Number and the opening date and time on the outside of the sealed response envelope.

sls



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EXECUTIVE DIRECTOR

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1 - INTRODUCTION AND PROJECT OVERVIEW

Albuquerque Public Schools (APS) is inviting an expression of interest from qualified vendors and offerors in providing safe, timely and efficient transportation support (school buses) for students traveling to and from curricular (home / school) and co-curricular activities, after-school activities and clubs, sports practices and events, and other special school events for the APS Student Transportation Services department.

The purpose of this RFI is to assess the vendor's turnkey student transportation capabilities, against APS requirements, which may result in a contract with selected vendor(s) after an RFP process.

This is not a bid or proposal; therefore, no standard bid terms and conditions or contractual language is contained herein, nor is it required in your response. APS reserves the right to request clarification or additional information from any respondent at any time during this RFI process. It is APS' intent to obtain information that will allow a decision on how to advance with the procurement of said services and APS may determine, or not, to award a contract based solely on the responses to this RFI.

1.1 Overview of Student Transportation Services

Albuquerque Public Schools (APS) is the 28th largest school district in the United States covering a 1,200 square mile geographical area. APS and Student Transportation Services (STS) Department services the school bus needs of over 40,000 regular and special education students. Currently, STS oversees 16 contractors that provide service with over 400 buses to more than 140 school sites. Annually, APS buses travel over 6.1 million miles. Transportation is provided throughout the regular school year and during the summer for extended school-year programs.

STS is responsible for various tasks which include the establishment of bus stop locations and times, studies hazardous walk zones, and determines walk limits. Coordination of assignment of special needs students which involves determining the type of bus needed to transport as well as assignment of routes throughout the district. STS utilizes a tiering system to manage over 1250 routes and approximately 8000 stops. The Services are provided by contractors and their employees driving contractor-owned school buses.



2 - ADMINISTRATIVE INFORMATION

2.1 Purpose

The purpose will be to obtain information and to assess qualified vendor's ability of turnkey provision of student transportation (school bus) services while complying with APS Transportation Department's guidelines and requirements. The company will be responsible for 18 buses and their routes are in the East Mountain area. They service the A. Montoya/Roosevelt School, Manzano HS, San Antonito ES, and some special education routes.

2.2 Response Submission Information

In order for vendors and their products to remain in consideration for this opportunity, the following response submission conditions must be met:

Due Date: July 10, 2014
Time: 2:00 PM
Copies: Four (4) – 1 original + 3 copies. Label accordingly
Mail Responses To: Albuquerque Public Schools - Procurement Department
Attention: Gustavo Rossell – Senior Buyer
Reference: RFI-15-001GR-SL, Student Transportation Services
PO Box 25704
Albuquerque, NM 87125
(allow sufficient time for delivery to the Procurement Department
Location before the deadline date and time)

No responses will be accepted after the above due date. All expenses for the preparation of the response are the responsibility of the vendors.

All responses must be submitted in writing to the office listed above. No telephone offers will be accepted. RFI opening will not be public.

2.3 Relevant Dates and Schedule

RFI Issued: June 27, 2014
Response Due Date: July 10, 2014 (2:00 p.m.)
RFI Opening Date: July 10, 2014 (2:00 p.m.)
Vendor notification: N/A

2.4 Confidentiality Requirements

This document is released for the sole purpose of inviting a response to this RFI and must be considered confidential. Any use, reproduction, or disclosure of the requirements, specifications, or other material in the RFI is strictly prohibited.

2.5 Vendor Acknowledgment

Upon receipt of the RFI, vendors must provide the following information to the address listed in Section 2.2. Faxed or email is preferred. A copy of the Acknowledgement of Receipt Form is available on page 13. Failure to supply this information may result in the vendor's response not being reviewed.

1. RFI Number
2. Vendor Name
3. Vendor Mailing Address
4. Vendor Contact for this RFI
5. Vendor Telephone, fax number, and valid email address

2.6 Retention of Responses

All responses become the property of APS when submitted. APS will make all reasonable efforts to maintain responses in confidence and will release responses only to personnel involved with the RFI review. Release of any information submitted shall be handled in accordance with New Mexico's Open Records Laws. Proprietary information shall be clearly identified as such and the New Mexico Procurement Code covering such declaration shall be cited by Title, Chapter, Section, Sub-Section, etc. APS accepts no responsibility for the release of any information not so noted.

2.7 Amendments to the RFI

Prior to the Response Due date, as shown in Section 2.2, APS may modify this RFI by issuing written amendments to the prospective vendors who received the original RFI. Vendors are encouraged to acknowledge in writing (via email or fax) each amendment received to the address listed in Section 2.1. so as to ensure vendor has the most up-to-date version of the RFI.

2.8 Exceptions to the RFI

APS requires each vendor to provide a list of exceptions to the RFI. Any exceptions must be identified and explained in writing. An exception is defined as the vendor's inability to meet a mandatory requirement in the manner specified in the RFI. If the vendor provides an alternate solution when taking an exception to a requirement, the benefits of the alternate solution must be explained.



2.9 Vendor Communications

After the June 27, 2014, RFI issue date, all communication with APS may be directed in writing to: Gustavo Rossell - Senior Buyer, Procurement Department. Email: rossell@aps.edu

Any questions concerning the RFI must be received by July 7, 2014 (4:00PM). All questions concerning the RFI must reference the Requirement number and RFI page number.

The questions must be concisely stated and be numbered in a sequential order. Questions may be sent via email to:

Email: rossell@aps.edu
Subject: RFI 15-001GR- SL, STUDENT TRANSPORTATION SERVICES

All questions and responses will be posted on the APS Procurement Department website @ www.aps.edu/procurement and emailed back to the vendor contact person.

2.10 RFI Assessment

APS will assess the RFIs received. Based on the vendor ability to satisfy APS' requirements, the completeness of the vendor responses, and the vendor's capabilities to facilitate the overall implementation, APS may select vendor(s) to pursue a pilot and potential contractual agreement. APS may, at its discretion, ask for further clarification, hold discussions and/or presentations with the vendors to explore the RFI and the approach the offeror may take to the proposed work.

APS may reject any conditional or incomplete response or one which contains irregularities of any kind. Additionally, APS reserves the right to reject any or all responses.

APS reserves the right to withdraw this RFI by written notice. APS shall incur no liability whatsoever to prospective vendors by reason of such withdrawal, rejection or acceptance. APS further reserves the right to accept offers from one or more prospective vendors.

2.11 Prime Offeror / Contractor Relationship

Should APS wish to move forward with more detailed evaluations, APS will engage only with the vendor(s) of the selected responses, who will be known thereafter as the Prime Offeror / Contractor. The vendors evaluated will be solely responsible for contractual performance should this RFI result in a contract between APS and the Prime Offeror / Contractor. Any 3rd party or subcontracting assignments may / may not be allowed, but APS reserves the right to request information about any subcontracting relationship. In the event of a subcontracting arrangement, the Prime Offeror / Contractor assumes all responsibility for the performance of the subcontractor and it must have the expressed written consent and approval of APS.

2.12 Vendor Debriefing

Vendor debriefing will not apply to this RFI as the information gathered is for research purposes. However, APS will not disclose any other information regarding the information received, the review process, selection process (if applicable), beyond what has been documented in this RFI. All responses are confidential and for the exclusive use of APS.

3 - RESPONSE PREPARATION GUIDELINES

3.1 Introduction

This section of the RFI provides specific instructions on the format and content of the response. The response should include all data and information required by this RFI. Non-conformance with the instructions may be cause for non-consideration of the response.

3.2 General Guidelines

The submitted response should be clear, coherent, legible, and prepared in sufficient detail for further consideration. Elaborate documentation, expensive binding, detailed art work or other embellishments are neither necessary nor desirable.

The response should address the specific information requested by this RFI, including a response to all requirements in the technical section. Additionally, the response should reflect the numerical sequence of the RFI.

In preparing the response, emphasis should be placed on brief, complete, and factual data in the areas that are set forth in the RFI. Maximum use of tables and information summaries should be used in the response. Paraphrasing the specifications in part or whole will be considered insufficient. Content and quality are more important than quantity.

APS assumes no responsibility for the cost of preparation or other expenses incurred by responding to this RFI.

3.3 Response Preparation

3.3.1 Binding

Each response should be submitted in a report cover with fastener. Four (4) copies are required – 1 original + 3 copies; label / tab accordingly for optimum organization and clarity. If a response exceeds one report cover, it should be separated into subsections. A cover sheet should be bound with each subsection that includes the vendor's name, contact name, address, telephone number, and email address.



3.3.2 Cover Letter

A cover letter must accompany each response. This letter should include a highlight of the proposal / response and must be signed by a person authorized to obligate the vendor contractually to the scope, terms and specifications of the submitted response.

3.3.3 Table of Contents

The response should contain a master table of contents and should identify major paragraphs by section, number, title, and page number as shown below (illustrative only):

- Section 1 - Executive Summary
 - 1.1 Introduction 1
 - 1.2 Technical Solution 2

3.3.4 Supplemental Information

Vendors may provide supplemental information for a requirement as an appendix to the response. Information included in the appendix should be referenced in the main body of the response. Information such as product brochures, financial reports, manuals, or sample contracts should be firmly bound into the appendix.

3.4 Response Format

The response should be organized into the following sections:

- Cover Letter
- Section 1 - Executive Summary
- Section 2 – Experience and Expertise
- Section 3 – Product and Service Description
- Section 4 – Requirements Addressed
- Section 5 – Costs (Full / Partial Deployment, Pilot, other)
- Section 6 – References
- Section 7 – Appendices (optional)

The following describes the desired content in the vendor's response for each of the above listed sections.

3.4.1 Executive Summary

Please provide a summary highlighting the firm's qualifications to provide the products and services requested. Provide firm name, address, telephone number, name of contact person and date firm was established.

The Executive Summary may contain:

- A summary of the vendor's current student transportation (school bus) services
- program capabilities that can meet or exceed APS Transportation requirements as stated.
- A proposed master milestone schedule for a possible (if necessary) pilot involving at least 1 zone (approximately 18 buses) for a minimum of 1 month evaluation.
- A list of all exceptions taken to this RFI and the reason for the exception.
- A list of high-risk areas such as schedule deadlines, logistical concerns or overly restrictive specifications, et al. Any request to delete, change, or relax a requirement must be fully supported in this section. These concerns may be addressed with a vendor / offeror in future discussions.
- A discussion of the cost response.

3.4.2 Experience and Expertise

Vendor has provided or currently provides turnkey student transportation services programs. Proposer must describe its student transportation services program experience including special needs students if applicable.

Please, provide detailed information regarding the firm's applicable history and experience in K-12 school bus transportation. Proposer must provide brief resumes or bios for the key personnel who will work on this project. Provide any insight as to why your company is unique or qualified to satisfy APS' student transportation needs.

3.4.3 Product and Service Descriptions

Provide a description of all products and services offered and identify any features that are unique to your company. This section should also include vendor / offeror's requirements.

- Description of any best practices employed
- Describe ability to assess customer current processes against vendor / offeror functionality and provide (a gap) analysis of that functionality to APS requirements
- If familiar with APS' student transportation system, provide recommendations for changes to current processes to maximize system capabilities, create efficiencies (cost savings), in support of those processes.
- Description of the implementation approach for above services and implementation plan

3.4.4 Requirements Addressed

Provide response regarding vendor ability to satisfy APS requirements. Indicate whether this will be provided with current assets (existing resources) or proposed for a later time, or if the requirement can be satisfied with modifications.

3.4.5 Costs

APS desires a turnkey solution with no, or minimal, APS administration required. However, we do understand there may be costs associated with a pilot and some related costs for an ongoing operation. Provide such costs, if applicable, in your response.

The following is the process (APS Transportation Funding Formula) STS office utilizes to calculate the cost of a contract:

- An initial allocation (projected budget) is received.
- Salaries, insurance, bus inspections, per capita, reserve, etc. is calculated and allotted in the budget.
- The balance (operational) is used as a base to determine the cost per mile. (weighted mile)
- Prior year's mileage (mid-day miles and attendants are incorporated in the mileage) and number of days of service, i.e. $\$1,000$ (operational allocation) / 100 (miles per year) / 178 days = .056 per mile. Contractor (A) 20 miles, Contractor (B) 45 miles, and Contractor (C) 35 miles. Distribution for (A) $20 \times .056 \times 178 = \199.36 (B) $45 \times .056 \times 178 = \448.56 (C) $35 \times .056 \times 178 = \348.88
- In April, funds that have not been expended from all accounts is transferred to the "operational" account and the rate per mile is adjusted to expend all funds.
- For the 2013-2014 fiscal year the rate per mile was \$2.37
- For the 2014-2015 fiscal year the initial rate per mile is \$2.28

3.4.6 Terms and Considerations

Any selected vendor will be subject to the following terms and conditions apply:

- Miscellaneous costs submitted in response to this RFI will be reviewed and considered as non-binding. APS expect that all information and schedules prepared in response to this RFI are accurate and valid until June 30, 2015. Payment schedule will be made based on mutually agreed conditions or milestones to be negotiated and attached as an addendum prior to any pilot, if applicable.
- Change order process would be negotiated and attached as an addendum prior to any pilot.
- The acquisition of all permits, assets, et al, are the responsibility of the Vendor.

3.4.7. References

Please provide three (3) references in New Mexico, if possible, and the three (3) references of your largest school districts (clients). Include client name, address, telephone number, contact information, how long they have been a client, and enrollment size and number of students transported in each school district.

3.4.8. Appendices or Supplemental information

Any supplemental information may be presented in this section.

4 - REQUIREMENTS/ DELIVERABLES

When possible, requirements/questions will be divided into categories. The order that these requirements/questions are presented does not in any way represent which requirements have more significance in APS's vendor / offeror review of responses selection.

4.1 Scope of Work

Student Transportation Services is seeking information in regards to transport of students, regular and special education in the East Mountain area. The routes are projected to run 313,470 miles and the initial operational allocation is \$751,015.58 based on \$2.28 per mile. The services sought will be effective starting school year 2014-2015.

4.2 General Requirements / Specifications

- 1) The service would require approximately 18 buses, not including spare buses, to meet the needs of approximately 1,500 APS students.
- 2) An estimated < 1% (of 1,500 students) are students with special needs requirements, i.e. requires a wheelchair lift, lower student to driver ratio, attendant, and other accommodations. The special education school sites are determined through IEP and we transport to and from the East Mountain area to various sites (i.e. Grant MS, Hayes MS, and the NMSBVI).
- 3) Service would be for the entire school year July through June, which includes the extended school year school sites for Special Education, Kindergarten – Third Grade Plus Program, Summer Program, and other extended school year programs.
- 4) The contractor would be responsible for approximately 36 routes representing approximately 300 school bus stops. Current projection of miles run for this contract is 313,470.
- 5) The contract provides for 10 installments (10 equal amounts) beginning August 2014. The contractor is responsible for all costs such as; fuel, maintenance, salaries, etc. In addition, the company would have to replace five (5) school buses prior to the end of the school year. For more information on bus replacement, see page 11.
- 6) If you currently provide student transportation services to APS, could you provide the number of buses and services sought? No, yes, how many?
- 7) If you currently provide student transportation services to APS, could you add buses to your fleet to service these proposed routes?
- 8) If you currently provide student transportation services to APS, have you identified redundant resources (between adjacent routes, for example) that can be eliminated or combined to drive savings?

- 9) If you currently provide student transportation services to APS, have you identified opportunities where transportation be delivered more efficiently across the district through reduced mileage and/or driver time?
- 10) If you currently provide student transportation services to APS, have you identified if routes could be tiered (using the same bus for multiple routes) in an different or innovative way thus reducing bus requirements?

4.3 Additional Information for Vendors / Offerors

Funding of Student Transportation Services

Student Transportation Services is funded through the State of New Mexico. The current funding for the 89 school districts in New Mexico totals \$ 96 million dollars. Initial funding for the 2013-2014 School Year for the Albuquerque Public School District is \$18.2 million dollars. Distribution of the funds provided to APS Student Transportation Services is divided into three basic categories; Rental / Purchase Allowance, Operational, and Business Distribution.

- Rental Fees is determined by the NM Student Transportation and is distributed to the contractors that have purchased new buses to replace old equipment. (See Bus Replacement below)
- Operational allocation approximately 14% of the distribution received from the State is used to administer/fund the following: District Personnel (salaries, benefits, etc.) School Bus Insurance (APS provides liability insurance under the provisions of the contract to all bus contractors), and a reserve fund. (The reserve is used to adjust contractor payroll due to route mileage changes (RMC's) made in order to service students after initial mileages are reported to STS.) The following is breakdown of the allocation:

Contractor Liability Insurance – 26%

Administrative Allowance – 16%

Charter School & Per Capita – 10%

Bus Inspections Fees – 2%

Reserve – 46% (total amount distributed to contractors through RMC's and final calculation adjustment of rate paid per mile)

(All funds not distributed from the above mentioned allocations are re-distributed to contractors at the end of the school year.)

- Business Distribution, approximately 86%, is allocated for payment to all sixteen contractors providing service to the district based on a mileage driven formula. The following variables are incorporated into the formula, adjustment is made for midday routes, and attendants that are required on special needs routes.



Bus Replacement

The State has established a program for purchase of school bus transportation equipment. This replacement of school buses is on a twelve year cycle. A schedule for the payment of rental fees for the use of contractor owned buses is determined by the State. Currently the distribution of rental fees approved by the State cannot exceed a five year distribution period. The current rental fee schedule can be reviewed on the State of New Mexico, School Transportation Bureau website. Under the section titled: Formula and Related Forms – Database Update Forms – 2013-2014 Rental Fee Amortization

<http://ped.state.nm.us/ped/TranspForms.html>

Detailed information regarding the NM State Statutes on Pupil Transportation can be accessed at the New Mexico Public Education Department – School Transportation website –

<http://ped.state.nm.us/ped/TranspIndex.html>

Article 8 – Public School Finance - Section 22-8-26

Article 16 – Transportation of Students – Section 22-16-1

Article 17 – Emergency Transportation Section 22-17-1

& Other Laws Related to Public School Transportation



Request for Information
Student Transportation Services

RFI No. 15-001GR-SL

APPENDIX A

Acknowledgement of Receipt Form

In acknowledgement of receipt of this Request for Information the undersigned agrees that he/she has received a complete copy, beginning with the title page and table of contents, and ending with Appendix A.

The acknowledgement of receipt should be returned to Gustavo Rossell no later than close of business on July 7, 2014. Only potential offerors who elect to return this form completed with the intention of submitting a proposal will receive copies of all offeror's written questions and the Agency's written responses to those questions as well as RFI amendments if any are issued. **AN AUTHORIZED REPRESENTATIVE OF THE COMPANY MUST SIGN ALL RFIs. RFIs NOT SIGNED MAY BE CONSIDERED AS NON-RESPONSIVE AND MAY NOT BE REVIEWED OR CONSIDERED.**

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ **PHONE NO.:** _____

E-MAIL: _____ **FAX NO.:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

SIGNATURE: _____ **DATE:** _____

This name and address will be used for all correspondence related to the Request for Information.

Firm DOES / DOES (circle one) intend to respond to this Request for Information.

*Gustavo Rossell, CPPB - Senior Buyer
Albuquerque Public Schools
PO Box 25704
Albuquerque, NM 87125
Phone number (505) 878-6125 / Fax number (505) 830-1161 / E-mail: rossell@aps.edu*

APPENDIX B
CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“**Applicable public official**” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“**Campaign Contribution**” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“**Contract**” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.



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Student Transportation Services

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“**Family member**” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“**Pendency of the procurement process**” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“**Person**” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“**Prospective contractor**” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“**Representative of a prospective contractor**” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s): _____

Nature of Contribution(s): _____

Purpose of Contribution(s): _____

Signature

Date

Title (Position)



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--OR-- NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)