REQUEST FOR INFORMATION (RFI)
Transportation Provider
RFI No. TP-2019

Issuance Date: June 14, 2019
RFI No.: TP-2019
Subject: Request for Information (RFI) for Transportation Provider
Response Due Date/Time: 2:00 P.M. PST, Monday, July 8, 2019

This RFI document can be found online:

NAVIGATION:
www.sfusd.edu > Partnering with SFUSD > Current RFPs, RFQs, RFOs & RFIs > Request for Information (RFI) - Transportation Provider

LINK:
Please Look for “Request for Information (RFI) - Transportation Provider”. All related documents for this RFI will be posted here.

Purpose of Request for Information: Obtain information on the current transportation providers in the marketplace.

Instructions: Responses to this RFI are due to the email address below by Monday July 8, 2019 at 2:00 P.M. PST. Please email responses to liangn@sfusd.edu. Please reference the e-mail with the subject title “Response to Transportation Provider RFI No. TP-2019”. Responders may provide responses through email or through attachments to email in Microsoft Word compatible format or Adobe Acrobat formats.

The District looks forward to reviewing your responses and would like to express our thanks for your participation in this process.

Inquiries and Contacts: All inquiries/questions and communications in reference to this RFI are to be emailed to Norman Liang at liangn@sfusd.edu. Please reference the RFI number in the email subject line.

Norman Liang, Purchaser
Purchasing Department
RFI No. TP-2019
135 Van Ness Avenue, Room 123
San Francisco CA 94110
Tel. No.: (415) 241-6468 ext. 1606
Fax No.: (415) 241-6487
Email: liangn@sfusd.edu
Disclaimer: THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the District to contract for any supply or service whatsoever. Further, the District is not at this time seeking proposals and will not accept unsolicited proposals. Responders are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued.

All information submitted become the property of the District and may be returned only at the District’s option. All information is subject to California Public Records Act. Records are closed or confidential only if specifically stated in law.

Responders may make a written request to hold confidential any trade secrets and other proprietary data contained in its response. Responders must clearly identify the material considered confidential and explain why the material is confidential.

If the District receives a request for public information, the procurement officer, in consultation with the Legal Department, shall determine whether the information is an exception to the California Public Records Act, and the information shall be processed accordingly.

Background:

Overview of the San Francisco Unified School District
The San Francisco Unified School District (SFUSD) is the seventh largest school district in California, educating over 57,000 students every year. San Francisco is both a city and a county; therefore, SFUSD administers both the school district and the San Francisco County Office of Education (COE). This makes SFUSD a “single district county.” SFUSD is governed by an elected seven-member Board of Education.

Mission statement: Every day we provide each and every student the quality instruction and equitable support required to thrive in the 21st century.

Vision of student success: Every student who attends SFUSD schools will discover his or her spark, along with a strong sense of self and purpose. Each and every student will graduate from high school ready for college and career and equipped with the skills, capacities and dispositions outlined in SFUSD’s Graduate Profile.

Our schools: As of the 2018-19 school year, SFUSD has:
- 64 elementary schools (TK-5)
- 8 alternatively configured schools (TK-8)
- 13 middle schools (6-8)
- 15 high schools (9-12)
- 12 early education schools
- 14 active charter schools authorized by the district

Overview SFUSD’s Transportation Department
The Transportation Department’s mission is to provide safe and timely student transportation services and to share real-time, accurate information with students, families, and schools.

A team of 10 SFUSD staff design routes and schedules, share information with schools and families, and manage a contract with an outside company, who provides transportation services for approximately 2,000 general education students and 1,500 students with Individualized Education Plans. There are roughly 228 routes/buses with an estimated 950 runs/pulls that are completed in a day.

SFUSD’s Transportation Schedulers design bus routes for approximately 1,500 students with IEPs who receive door-to-door transportation services. Of these 1,500 students, approximately 65 require wheelchair accessible transit, approximately 65 are transported to Non-Public Schools, and approximately 20 are transported to and from health
clinics for therapy services.

Additionally, approximately 2,000 general education students utilize our curb to curb bus routes each day. These routes are fairly static over time, though Transportation Schedulers monitor ridership and make periodic changes to routes and schedules.

The Transportation Department schedules buses for more than 2,000 field trips per year. Trips range in size from approximately 15 passengers (students + teachers + chaperones) to more than 300 locations.

**Information Requested:**

1. Please provide your company name, address, contact name, title, phone number, and e-mail address.
2. Please provide a summary of your current student transportation (school bus) services including detailed information regarding your applicable history and experience in K-12 school bus transportation.
3. How many vehicles/ buses do you currently own and operate in the State of California?
   a. What types of buses/vehicles? For each vehicle type, please provide a brief description with the typical seating capacity, whether or not the vehicles are wheelchair accessible, and the approximate average age of the vehicles.
4. Do you currently operate any renewable diesel, or electric school buses? If your company operates smaller vehicles, do you currently operate any hybrid, plug-in hybrid or electric vehicles?
5. How many certified school bus operators do you employ?
6. What routing software(s) do current operations integrate and support?
7. How many non-bus operators do you employ and what positions do they hold?
8. Do you currently own or lease a bus yard/repair shop/dispatch center in the Bay Area? If so, where? Would you consider leasing or acquiring a new bus yard in San Francisco or the vicinity in order to provide transportation services for SFUSD?
9. Would you consider purchasing new vehicles/buses/equipment that meet all SFUSD specifications in order to provide transportation services for SFUSD?