

# **REQUEST FOR PROPOSAL**

November 1, 2017

Lakewood Public Schools

GPS/Diagnostic Tracking Features for School Vehicles

**Responses Due:** November 15, 2017, 2:00p

**Point of Contact:** Clare Colwell, Dir. of Finance & Ops

## **Purpose**

The purpose for this Request for Proposal (RFP) is to evaluate firms which provide the services described below.

Vendor(s) selected will be evaluated in part on the ability to deliver products on time and within budget, and their demonstrated understanding of the solution required based on their responses and subsequent interviews.

## **Services to be Provided**

The major components of the project are detailed below. Vendors responding should be prepared to provide a solution to the specified areas, and if after review and questions add any additional components deemed necessary to successfully complete the project.

- Provide GPS tracking of all school vehicles
- Provide GPS tracking of all students while riding buses; including boarding and deboarding information
- Provide mobile application to view information, including parents ability to view bus location and ETA
- Provide a parent and staff online portal
- Provide real-time monitoring of all engine and mechanical diagnostics of school vehicle
- All applications must interface seamlessly with school's current transportation software platform: Verstrans®

The project will entail work on up to 26 yellow buses, 4 minivans, 3 maintenance vans, and two pickup trucks or any combination thereof.

## **Evaluation Criteria**

Lakewood Public Schools is looking for one company to provide all of the services listed above.

Following receipt and review of the proposals by Lakewood Public Schools selected firm(s) may be invited to an interview at Lakewood Public Schools offices and make on-site presentations of their proposed solution.

The decision to interview the respondents will be at Lakewood Public Schools' sole discretion based on evaluation of each respondent's proposal. Lakewood Public Schools reserves the right to reject any and all responses, and to waive any irregularities of information in the evaluation process. The final decision is the sole decision of Lakewood Public Schools administration or its Board of Education and the respondents to the RFP have no appeal rights or procedures guaranteed to them. The selected firm(s) may be given an opportunity to present their proposal in detail. Those directly responsible for the design of this project will be expected to attend.

Although Lakewood Public Schools may conduct interviews to select among the final candidates, it is not Lakewood Public Schools' intent to seek extensive clarification of the proposals received. Therefore, it is to the benefit of the respondent to provide an explicit, detailed, and complete discussion of the work in the proposal.

The successful firm will be chosen through a qualitative review of these factors. The following criteria will be used to evaluate proposals received:

1. Product compatibility with Verstrans® Platform
2. Companies should possess knowledge, expertise and experience in the planning, project management and execution of the services for which they are responding for
3. Experience and past performance
4. Capability of proposed solution
5. Cost of services provided
6. Compatibility with existing equipment
7. Warranty
8. Training

### **Proposal Preparation and Submission Requirements**

The proposal shall clearly address all of the information requested herein. Since the written proposal will weigh heavily in the evaluation process, information submitted should be complete and provide a convincing case that the vendor can perform high quality work within schedule and budget constraints. Proposals should be thorough yet concise. Proposals are to be prepared at your own expense.

The proposal shall be sent to the official contact listed below, to be received no later than November 15, 2:00p Eastern. Submission via email to [colwellc@lakewoodps.org](mailto:colwellc@lakewoodps.org) is acceptable.

Lakewood Public Schools  
**Attn:** Clare Colwell  
223 W. Broadway  
Woodland, MI 48897

Any questions regarding this RFP must be submitted by e-mail to [colwellc@lakewoodps.org](mailto:colwellc@lakewoodps.org) by 4:00 p.m. November 14, 2017. All questions will be answered promptly. Responses to inquiries that substantially or materially change the RFP will be made available to all prospective vendors that have expressed interest.

The proposal shall be organized in the following manner with the subject headings and sequence indicated.

1. Introduction
2. Experience and Past Performance
3. Organization and Personnel
4. Proposed Solution(s) - Based on Description of Services
5. References
6. Pricing, Hourly Rates and Other Fees

**Selection Process Schedule**

Every effort of selection will be made to be completed by November 30, 2017.

**Cost of Preparing RFP Response**

All costs associated with responding to this RFP are the sole responsibility of the responding company.

**Additional Information**

Submitted responses to this RFP become the property of Lakewood Public Schools. Lakewood Public Schools reserves the right to use any and all ideas included in any response without incurring any obligations to the responding company or committing to procurement of the proposed services.