

5 KEY STEPS



TO A TRANSPORTATION RFP RELEASE

SEPTEMBER

Discuss your transportation system's needs and challenges with key internal stakeholders.

1

OCTOBER

Identify what your district would be trying to achieve by partnering with a professionally managed transportation partner:

- Reduce a driver shortage.
- Supplemental services for SPED, Magnet or 20+ open routes.
- Modern fleet.
- The latest technology.
- Improve route efficiencies.
- Higher safety standards.
- Accident reduction.
- Potential cost savings.

2

Release the RFP.

3

NOVEMBER

Manage the RFP process: Conduct Pre-bid, Q&A, Review Responses, Possible BAFOs and Interviews.

4

DECEMBER

- Complete the Solicitation Process.
- Award your RFP by the end of December before winter break.
- Conduct operational conversations with your transportation teams (both district and with your awarded partner).

5

JANUARY - JULY

- Continue ongoing operational conversations.
- Facility walk-throughs and safety/OSHA audits.
- Determine detailed fleet and equipment needs.
- Recruit, hire and training strategy implemented.
- Finalize routes and the back-to-school communications plan.
- Welcome staff and students back for a great school year!