

RFP #19-016a Multi Database – Pupil Transportation Reports System

Program Matters

1. Could you please email me the Backdrop Term Agreements for 19-016a Multi Database – Pupil Transportation Reports System.

RFP 19-016a is not a backdrop contract. This is a rebid of RFP 19-016 but is considered a new procurement as 19-016a.

2. Whether companies from Outside USA can apply for this? (like, from India or Canada)

Yes, provided they can perform crash investigations and record reviews in New York State.

3. Whether we need to come over there for meetings?

Yes, the vendor will be required to physically attend meetings.

4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Some of the tasks can be performed in any location, but not all. Please see the RFP for specific program requirements.

5. Can we submit the proposals via email?

Please follow the prescribed proposal submission method listed in the RFP. The complete proposal by must be received at NYSED no later than February 28, 2019 by 3:00 PM. The mailing address is:

NYS Education Department
Attn: Adam Kutryb RFP#19-016a
Contract Administration Unit 501W EB
Bureau of Fiscal Management
89 Washington Avenue
Albany, NY 12234

6. Page 6 of RFP #19-016, third paragraph, lines 5 & 6, states “the need for increased security related to the dissemination of these certificates requires action to be taken to safeguard this process.” Can you please define or provide criteria for development of, this action to safeguard the process?

This is a reference to high security paper certificates that cannot be duplicated or forged.

7. Page 6 of RFP #19-016, third paragraph, line 6, states the imposition of “stricter guidelines for monitoring School Bus Driver Instructors who offer these courses”. Could you please provide the criteria or define these stricter guidelines?

The intent was a reference to an increased number of reviews using the current procedures.

8. Page 7 of RFP #19-016, first section, 5th bullet states “newly designed accessible format”, and in the second section of that same page, #1 states “newly designed database, which will be provided by NYSED”. Are these two references to the same thing? Will it be possible to view the new design prior to bidding?

Yes, these both reference the new database/format that was created by the current vendor during the existing contract which ends in June 2019, and can be made available for viewing by submitting a request to BusDriverPD2019@nysed.gov.

9. Page 7 of RFP #19-016, first section, last bullet refers to record reviews without any reference to the quantity. Are these record reviews included in the 20-25 record review referred to in other areas of the RFP or are there additional occasions for record reviews?

This is a reference to the 20-25 record reviews in the RFP.

10. Page 7 of RFP #19-016, second section, #2 states “develop and maintain a website...” Is it required to have a separate and distinct website just for this purpose, or can this listing be contained on the vendor’s website?

The vendor can use their own website.

11. Page 8 of RFP #19-016, top of page, #7, states that the vendor must prepare and deliver annual reports to NYSED concerning training. Are there any specific criteria for the content of these reports?

The PDS trainings reports should include some descriptive information such as how often or how many courses were taught by various geographic regions of the state, by school district and contractor operations. The report shall present data on the number and type of courses in the state that were taught by each SBDI, and in which BOCES region. In addition, the report shall specify the number of duplicate certificates issued statewide and by SBDI.

12. Page 8 of RFP #19-016, mid-page, #10, refers to the record reviews, but in the last two lines mentions that NYSED will accompany the vendor during any on-site investigations. Is there an investigation obligation connected to the record reviews? What specifically is the scope of the record review?

There can be an investigative review conducted at the request of NYSED. Some record reviews involve investigations based on complaints/fatalities and others are compliance reviews. When the vendor performs a compliance review, the vendor will review 10% of the files selected randomly. If non-compliance is seen as an issue, then another 15% randomly selected are reviewed to be sure. If the non-compliance is determined – then the organization is notified and will be given 2 months to correct before we return to re-evaluate. A letter is sent to the Superintendent of the school being served to notify them of them of the issue. When returning to re-evaluate, 50% randomly selected are reviewed.

13. Is the vendor responsible for the travel expenses of the NYSED representative who accompanies on the “investigations”?

No, the vendor is not responsible for the travel expenses of the NYSED representative.

14. Will a NYSED representative attend the reviews? If so, again, is the vendor responsible expenses?

If applicable, the NYSED representative will attend record reviews. The vendor is not responsible for expenses of the NYSED representative.

15. Page 9 of RFP #19-016, #4, the list of information to be maintained in the school bus driver record does not include a copy of the driver's license or other photo ID. Will a copy of the driver's license or a photo ID be required moving forward?

Yes

16. Page 9 of RFP #19-016, #5, the list of information to be maintained in the school bus attendant/monitor record does not include a copy of a photo ID. Will a copy of the attendant/monitor's photo ID be required moving forward?

Yes

M/WBE Matters

17. Page 3 of the RFP #19-016 third section, states that subcontracting to M/WBE must equal 30% of the proposed bid. Page 5 in addition strongly encourages the participation of Service-Disabled Veteran-Owned businesses. Is the total subcontracted limited therefore to 36% of the bid? Is there a cap for subcontracting overall which would include other non M/WBE or SDVOB contractors?

The subcontracting limit is 30%. Proposals that exceed the limit will not be considered for an award.

All bidders are required to comply with NYSED's Minority and Women-Owned Business Enterprises (M/WBE) policy and therefore responsible for identifying areas in their budget where an M/WBE can be utilized. M/WBE participation is not limited to subcontracting and includes services, materials, or supplies purchased from minority and women-owned firms certified with the NYS Division of Minority and Women Business Development. The M/WBE Coordinator is available to assist bidders throughout the procurement process and can be reached at MWBE@nysed.gov.

Bidders are also encouraged to utilize SDVOB as subcontractors and/or supplies at a suggested rate of 6%.