
QUAKERTOWN COMMUNITY SCHOOL DISTRICT



Working to develop and support leaders in school business operations

BACKGROUND – HOW WE GOT HERE

- In 2019 QCSD and Levy signed a two-year extension
- Levy notified QCSD they were opting out of the second year of the extension on September 1, 2020, citing COVID19 and operating budget concerns.
- Levy was notified that after the extension expired it was the District's intent to do an RFP process
 - A priority/expectation of the PA Auditor General



RFP (REQUEST FOR PROPOSAL) PROCESS - HOW IS IT DIFFERENT FROM A BID?

- Used mostly for the procurement of services – student transportation is considered a service
- RFPs include a clear statement that the award will be at the discretion of the District on criteria that it considers to relevant to the service rendered
- A decision matrix/grid and the criteria involved can be included in an RFP
- Seven contractors attended the pre-proposal meeting for QCSD's transportation contract process
- Three proposals were received (two full proposals and one partial)



WHAT'S IN THE RFP

- Improved safety features
 - Documented training program for special needs children
 - Documented driver training program, including soft skills
 - Driver uniforms
 - Standard Technology
 - Speaker/intercom systems
 - GPS system
 - Strobe lights
 - Digital video recording systems
 - Quakertown Community School District on all vehicles
 - Financial penalties for habitual poor performance
 - Increased insurance



PROCESS

- District engaged with PASBO to assist with doing an RFP for the 2021/22 school year (5 year contract)
- Board appointed a committee (Kaylyn Mitchell, Steaven Klein, and Brian Reimers, with Ron Jackson as Finance Committee representative)
- RFP went out prior to Christmas break
- Administration and PASBO put together analysis of the RFP in the following categories
 - Financial Review
 - Services Review (safety, training, maintenance)
 - Reference Checks
- Finalists were interviewed by Board Committee and Building/District Administration
- References were checked (at Principal/Business/Special Edu./Superintendent levels)
- Analysis reviewed with the Board Committee on March 03, 2021
- Follow-up with finalists for clarification - still in process



EVALUATION MATRIX

- COST OF PROPOSAL (35%)
- PREVIOUS EXPERIENCE – overall service record (20%)
- SAFETY RECORD (15%)
- MAINTENANCE OF VEHICLES (15%)
- DRIVER TRAINING PROGRAM (15%)



SERVICE OVERVIEW

Levy School Bus

- Local business/established depot in community (tradition/94 years in service)
- Average age of fleet is 5 years, not to exceed 10 years (will buy an average of 10 new busses per year)
- Will add additional 2.5 employees to support program
- Used ala-carte pricing system

First Student

- Numerous local contracts and plans to purchase property for depot (cost associated with travel for maintenance is not district expense)
- Entire new fleet of vehicles (diesel busses)
- Priority hiring to existing Levy bus drivers and aides (added 1 FTE staff)
- Base price included all items in RFP



FINANCIAL OVERVIEW

- Both finalists were given the opportunity to provide further clarification and adjustment to their proposal based on Board and Administration questions

Final Financial Analysis

- First Student Five Year Cost Projection - \$21.59 Million
- Levy School Bus Five Year Cost Projection - \$20.36 Million

Levy - Approximately \$1.23 million less over 5 year contract

Details can be found on the website.

Excludes like costs for items (cleaning for covid, noon runs, etc.)



RESULTS OF INTERVIEWS AND REFERENCE CHECKS

Evaluation Rubric (Interviews)									
Criteria	Weighting	Levy School Bus				First Student			
		Points	Out Of	Percent	Total/Weighted	Points	Out Of	Percent	Total Weighted
Previous Experience	20%	242	385	62.9%	12.57%	331	420	78.8%	15.76%
Safety Record	15%	106	165	64.2%	9.64%	155	180	86.1%	12.92%
Maintenance of Vehicles	15%	73	110	66.4%	9.95%	105	120	87.5%	13.13%
Driver Training Program	15%	65	110	59.1%	8.86%	106	120	88.3%	13.25%
Total					41%				55.1%

- Interviews included Board committee, District and Building level administrators
- Results do not include financials
- Reference checks were overall positive for both contractors



WHERE ARE WE NOW?

- Recommendation and analysis will be provided for public posting prior to March 25, 2021 special Board meeting
- Work continues to clarify proposals with finalists and finalize financial comparisons
- PASBO will make recommendation to Administration and Board's Transportation Committee week of March 15
- PASBO will recommend a District employee to serve as transportation director to serve as liaison with contractor and families – take over routing in year 2 (this recommendation is regardless of the contractor recommendation).



Time for Questions

