

NOT ALL TRANSPORTATION BID/RFP SERVICES ARE EQUAL!

Transportation contracts typically result in expenditures that can be in the *millions of dollars* over a number of years. These contracts control critical services provided by the District to safely transport students.

The specification development and contracting process requires a thorough approach that understands the needs and desires of all parties - District; Contractor(s); Community; and Students. Specifications need to describe the program, clearly detail requirements, contain provisions to enhance enforcement, and be compliant with regulations.

Transportation Advisory Services (TAS) has been providing Bid/RFP services since 1987. We offer our clients a unique perspective based upon real world experience. We understand the needs of all parties, and we provide a thorough, integrated program. We do not simply hand you boilerplate specifications for you to use; we do not need to reissue specifications because of poor design; and we do not make you “go it alone” once you award the contract.



Key elements of our proven Bid/RFP services are:

- ◆ **Needs evaluation** - **TAS** discusses with our clients the current transportation program, changes that are needed or envisioned, and potential transportation demands for the future. Our specifications are designed to meet your current needs while offering service and pricing flexibility for the future. You should not need to develop new specifications every year!
- ◆ **Process Options** - Should your District utilize a Bid or RFP? We will assist in the evaluation of the options and guide you on the pro's and con's of each approach. It is not a clear-cut decision!
- ◆ **Timeline** - When should the draft specifications be developed? When should they be released? What about the legal notices? How about a pre-bid meeting, and what would be a good time for bid opening and award? Timing is an important issue to maximize competition and enhance the effectiveness of the process. Thorough, *customized* specifications also take time to develop and review, and this should be factored into the tentative schedule.
- ◆ **Specifications** - **TAS** provides you with customized specifications designed to achieve the results that you need. We do not simply provide you with boilerplate forms for you to fill in. We assist in discussions with your legal counsel and insurance advisor as key elements of the documents are reviewed by these professionals. Issues such as pricing mechanisms, bonding, evaluation criteria, operating issues, insurance mandates, performance penalties, term, and more are discussed and integrated into the specifications.
- ◆ **Marketing** - **TAS** works with you to create quality competition. We notify prospective contractors of the opportunity through letters and personal contacts. This aggressive effort is in addition to the legal notices placed by the District.

- ◆ **Pre-bid meeting** - **TAS** oversees the critical pre-bid meeting through the development of the agenda, organization of materials, and personal leadership of the meeting. This meeting enhances competition while identifying any issues that require clarification or modification. If addenda are necessary, **TAS** composes these for the District's review. Once approved, **TAS** issues the addenda to all specification recipients.
- ◆ **Bid Opening** - This exciting time is handled by **TAS**. Although a District representative must be in attendance, **TAS** oversees the process through the reading of bids and verification of items submitted.
- ◆ **Review and Evaluation** - **TAS** develops spreadsheets which are used to evaluate bid amounts. We also assist with evaluating bidder references and detailed compliance issues. Once the process is underway, if requested, **TAS** helps with any vendor interface to answer questions or negotiate changes.
- ◆ **Process Summary** - Once the Bid or RFP process is completed, **TAS** provides the District with a detailed letter summarizing the elements of the process.
- ◆ **On-going Assistance** - An extremely important item - **TAS** does not just walk-away leaving the District alone to interpret documents and implement a sophisticated contract. We are available to answer questions, provide clarification, and offer advice as the contract is implemented and as questions arise. This benefit will not only assist with performance quality, but it frequently results in identifying on-going savings to the District. Just ask our past clients about the quality of our services!



TAS has become the nation's largest *dedicated* student transportation consulting firm based upon our quality services and commitment to meeting our customers' needs. We are dedicated consultants, not moonlighting from other jobs, or attempting to offer services without both public and private sector experience. **TAS** enters the consulting engagement without any concerns for a conflict of interest. We do not operate or manage bus fleets; we do not sell any products; and we do not work for contractors.

However, we do subscribe to the Code of Ethics as adopted by the Institute of Management Consultants, USA, Inc.

Please call us to discuss your needs and to receive a detailed quote for our services. We will be glad to provide you with a free copy of our articles published in *School Bus Fleet* entitled “Keys to Developing Effective Contractor Specifications” and “How to Choose a Transportation Consultant”. Please check out our web site at www.TransportationConsultants.com. We strongly believe that consultants should offer a complete list of all of their past clients, and these references should be contacted. **TAS** provides a listing of all of our past clients on our web site because we are very proud of our track record.

TAS

TRANSPORTATION ADVISORY SERVICES

(800) 233-3251

www.TransportationConsultants.com