



## TRANSPORTATION ADVISORY SERVICES

Serving school districts,  
agencies, associations  
and universities  
throughout the country.

### CONNECT WITH US

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## BID/RFP PROCESS MANAGEMENT

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Transportation Advisory Services (TAS) is a full-service student transportation consulting and advisory firm aimed at helping clients navigate the challenges of student transportation.

Because of the increasing complexity of today's student transportation programs, and the significant increase in competition among contractors, it's critical to have someone on your side who fully understands the bid/RFP process in this realm.

### What We Offer

We provide a complete package to assist client districts in bidding, or issuing RFPs, for its transportation program. This package includes:

- Preparation of specifications
- Solicitation of bidders/proposers
- Organization of pre-bid conference
- Bid/proposal opening
- Bid/proposal evaluations
- Award recommendations

### Specification Preparation

Because of the complexity involved in today's student transportation programs, creating the best possible RFP with proper specifications is critical to the long-term quality of your program and your contract relationships. Here are some tips on how to tighten up those specifications:

- Clearly define what services you expect contractors to provide
- Include provisions to give you the ability to enforce performance without having to prove default

- Provide very specific insurance requirements and have this language reviewed by the district's insurance broker
- Design the pricing structure to allow the district to increase/decrease mileage or the number of vehicles without rebidding the program
- Define various terms and phrases at the beginning of the specifications
- Though restrictive clauses may not be allowed, be sure to ask for information on references, resources the firm will make available, etc.
- Be very specific about the basis of the award - how will the district determine the lowest responsible bidder or best proposal?
- If the contract is for a multi-year program, be sure to specify how the price will increase after the first year
- Determine what type of bonding (bid/or performance) that the contractor must supply as part of the program
- Establish payment methods that will be used for the contract, including invoicing needs
- Provide detail on the district and the program including specific school locations, operating hours, annual calendars, etc.

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The right consultant can be a true resource for your organization. We provide our clients with quality, responsive service from consultants who are not burdened by conflicts of interest. Call us today to discuss your specific needs and to request a written proposal.