REQUEST FOR PROPOSAL (RFP)

SUPPLEMENTAL STUDENT TRANSPORTATION SERVICES (SPECIFIC RUNS)

Issuing District: Duanesburg Central School District, 133 School Dr., Delanson, NY 12053
RFP Reference: RFP No. 2026-02 (Route-Specific Coverage)

1. PURPOSE & SCOPE OF SERVICES

The Duanesburg Central School District ("the District") is requesting proposals from qualified pupil transportation providers to furnish daily transportation for specific individual student routes to cover immediate driver shortage needs.
This RFP is specifically tailored for targeted route coverage rather than full-fleet management. The contracted provider will furnish suitable, fully inspected vehicles along with qualified, licensed drivers to operate the designated runs according to the District's official calendar (approximately 180 school days).

2. SPECIFIC ROUTE SCHEDULES & LOCATIONS

Services are required immediately for the following two (2) distinct daily runs:

Student Identifier	Service Area (Pickup / Dropoff)	Schedule	Operating Days
Student A	Albany, NY to Duanesburg, NY	7:00 AM – 7:50 AM	Official School Calendar (~180 days)
Student B	Esperance, NY to Schenectady	8:35 AM – 9:00 AM	Official School Calendar (~180 days)
Student B	Schenectady to Esperance, NY	2:00 PM – 2:25 PM	Official School Calendar (~180 days)
Student A	Duanesburg, NY to Albany, NY	2:50 PM – 7:50 AM	Official School Calendar (~180 days)

**Note: Time calculations represent the operational window from initial student pickup to final drop-off at designated locations. Time in blue is definite time. These two students could be combined as one run.*

Special Transportation Requirement – Student B
Student B requires the assignment of a qualified transportation aide/attendant for all transportation services provided under this contract. The aide shall remain with the student throughout the duration of the route and must possess all training, certifications, and qualifications required by New York State law and District requirements for students requiring additional support services.

3. CONTRACTOR REQUIREMENTS & TECHNOLOGY STANDARDS

- **Contractor-Provided Tracking & Navigation Technology:** The contracting company must provide appropriate onboard technology for real-time GPS tracking and routing/navigation on all vehicles assigned to these runs. The contractor must grant the District administrative or dispatch access to monitor route progress and vehicle location during operational hours.
- **Vehicle Compliance & Inspection:** Vehicles assigned to these runs must satisfy all New York State Department of Transportation (NYS DOT) inspection standards and maintain current safety approvals. The provider must possess a current NYS DOT BUSNET summary rating.
- **Driver Qualifications:** Drivers must hold valid commercial driver licenses with appropriate endorsements, complete required criminal background checks, and comply fully with NYS Article 19-A driver qualification regulations and drug/alcohol testing programs.
- **Weather & Calendar Operations:** Route operations will follow the District's official school calendar. When Duanesburg Central Schools are closed due to inclement weather, contracted runs are automatically cancelled unless specifically directed otherwise by the Supervisor of Transportation.
- **Personnel Screening and Eligibility Requirements**
  All drivers, transportation aides, attendants, monitors, substitutes, and any other personnel who may have direct contact with District students shall have successfully completed all required criminal history background checks, fingerprinting requirements, and employment eligibility verifications as required by New York State law. The contractor shall certify that all assigned personnel are legally authorized, properly licensed, medically qualified, and otherwise eligible to transport school children within New York State. Documentation demonstrating compliance shall be provided to the District upon request.
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4. PROPOSAL EVALUATION & SCORING CRITERIA

Proposals will be evaluated pursuant to 8 NYCRR §156.2 and Section 156.12 of the Regulations of the Commissioner of Education. Total available evaluation points: **100 Points**.

Category	Max Points	Evaluation Focus
Previous Experience	10	Demonstrated experience in providing reliable pupil transportation services.
Safety Programs & Accident Record	15	Documented safety training programs and 5-year vehicle accident history.
Driver Qualification & 19-A History	7.5	Review of driver abstracts, 19-A compliance, and safety history.
NYS DOT BUSNET Score	20	Verified NYS DOT BUSNET rating summaries across provider terminals.
Preventive Maintenance	7.5	Vehicle preventive maintenance schedules and fleet reliability records.
Financial Analysis	5	Financial stability and capability to fulfill contract requirements.
Insurance & Bonding	5	Full compliance with New York State and District insurance requirements.
Overall Proposed Cost	30	Daily/annual per-run pricing structure for Run 1 and Run 2.

5. PROPOSAL SUBMISSION CHECKLIST & REQUIRED FORMS

- **Cover Sheet & Proposer Information:** Official business name, primary contact details, and signature of authorized executive.
- **Per-Run Cost Proposal:** Itemized daily rate and annual total cost for Student A (Duanesburg) and Student B (Schenectady).
- **Proof of Technology Implementation:** Summary of contractor-provided onboard GPS vehicle tracking and routing hardware/software systems.
- **NYS DOT BUSNET Summary:** Copy of the NYS DOT BUSNET summary and profile for the past three rating periods.
- **Proof of Insurance:** Letter or certificate from insurance carrier guaranteeing coverage meeting State and District standards.
- **Standard Certifications:** Executed Non-Collusive Proposal Certification and Conflict of Interest Statement.

6. DISTRICT RIGHT TO REDUCE OR CANCEL SERVICES

The District is procuring these services solely to address current driver shortages. Accordingly, the District reserves the unrestricted right to reduce, suspend, or terminate any individual route, run, or portion of service without penalty if District-employed drivers become available or if operational needs change.

The District shall provide the contractor with no less than ten (10) business days' written notice prior to the cancellation of a route whenever practicable. Upon the effective date of cancellation, the contractor shall have no claim against the District for anticipated profits, lost revenue, unperformed services, or any other damages beyond payment for services actually rendered through the cancellation date.

The District may cancel one route while continuing another route under the contract, and such partial cancellation shall not be considered a breach of contract. The contractor shall be compensated only for services successfully provided prior to the effective cancellation date.

For additional protection of the District, I would recommend making this a **month-to-month agreement with termination for convenience upon 10 business days' notice**, since these runs are being procured solely due to temporary staffing shortages. That language would significantly reduce the risk of paying for routes once Duanesburg regains sufficient in-house driver capacity.

7. PROPOSER INFORMATION & COST PROPOSAL FORM

Company Name:	
Business Address:	
Contact Person & Title:	
Phone & Email:	
Run 1 Daily Rate ($):	
Run 2 Daily Rate ($):	
Combined Project Daily Rate ($):	
Authorized Signature & Date:	

8. PROPOSALS DUE

Partial completion of run needs will be considered.
All proposals with cost are due: November 25, 2026 by 10:00am