

ONEIDA COUNTY HEALTH DEPARTMENT

REQUEST FOR PROPOSALS

FOR

**TRANSPORTATION CONSULTANT AND VEHICLE ROUTING SERVICES**

RFP NUMBER 2022-309

ONEIDA COUNTY HEALTH DEPARTMENT

185 GENESEE STREET, 5<sup>TH</sup> FLOOR

UTICA, NEW YORK 13501

DANIEL W. GILMORE, DIRECTOR

DATE: \_\_\_\_\_

\_\_\_\_\_  
Daniel W. Gilmore, Director  
Oneida County Health Department

**It is understood and agreed by the Offeror that:**

1. This Request for Proposals (hereinafter “RFP”) does not commit the County of Oneida (hereinafter the “County”) to award any contracts, pay the costs incurred in the preparation of response to this RFP, or to procure or contract services. The County reserves the right to accept or reject any or all proposals that do not completely conform to the instructions given in the RFP.
2. The County reserves the right to amend, modify or withdraw this RFP, and to reject any proposals submitted, and may exercise such right at any time, without notice and without liability to any offeror (hereinafter the “Vendor”) or other parties for their expenses incurred in the preparation of a proposal or otherwise. Proposals will be prepared at the sole cost and expense of the Vendor.
3. Submission of a proposal will be deemed to be the consent of the Vendor to any inquiry made by the County of third parties with regard to the Vendor's experience or other matters relevant to the proposal.
4. The awarded agreement may be terminated in whole or in part, by the County. Such termination shall not affect obligations incurred under the awarded agreement prior to the effective date of such termination.
5. Funds shall not be paid in advance and shall be used only for service as approved by the County. The County shall have no liability to anyone beyond funds appropriated and made available for the contract.
6. Any significant revision of the approved proposal shall be requested in writing by the Vendor prior to enactment of the change.
7. Necessary records and accounts, including financial and property controls, shall be maintained and made available to County for audit purposes.
8. All reports of investigations, studies, publications, etc., made as a result of this proposal, information concerning individuals served, and/or studies under the project, are confidential and such information shall not be disclosed to unauthorized persons. Vendors acknowledge that the County is subject to Article 6 of the Public Officers Law.

All references to time contained in this RFP are Eastern Standard Time. Vendors are encouraged to make their submissions in advance of the submission date, as the dates and times specified in this RFP may not be extended in the event Oneida County offices are closed for any reason, including, but not limited to, inclement weather.

\_\_\_\_\_  
Legal Name of Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**SIGN AND RETURN WITH BID SHEET OR FULL PROPOSAL**

**REQUEST FOR PROPOSALS  
FOR TRANSPORTATION CONSULTANT AND VEHICLE ROUTING SERVICES**

**- INTRODUCTION -**

- Oneida County, New York (the “County”), on behalf of the Department of Health (the "Department"), is seeking proposals from qualified vendors to provide the services of a professional management company to assist the County in providing safe and efficient transportation for approximately 235 children. This is in accordance with Article 25 of the Public Health Law which established a statewide program of early intervention services for children from birth to age three and Section 4410 of the New York State Education Law for children ages three to five with handicapping conditions who require transportation from home to center-based programs approved by the New York State Education Department.
- The County is seeking the services of an experienced and qualified consultant to, among the other services described in this RFP, review and redesign or rewrite the County’s current transportation bid specifications, as necessary, and to provide and implement a transportation software package to efficiently route and re-route vehicles used in these transportation programs.
- A vendor may be selected from among responding businesses based on a thorough analysis of each business’s ability to provide the County with the highest quality of each of the services described at the most cost-effective fees. The County will only contract with firms that do not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability, marital status, or sexual orientation.

**- SUBMISSION OF PROPOSALS -**

The complete proposal must be submitted by digital submission to [dgilmore@ocgov.net](mailto:dgilmore@ocgov.net) or in a sealed package to Daniel W. Gilmore, 185 Genesee St., Utica, NY 13501 with one (1) original and two (2) copies of all proposal documents, signed by an officer of the firm, together with all required certificates and documentation as set out in this RFP, shall be sealed in an envelope, clearly marked:

“RFP 2022-309 - Transportation Consultant Services”

For ease of review, the proposals must follow the outline in the **Mandatory Proposal Response Requirements** section of this Request For Proposals. Each response should be clearly numbered and the full question listed.

The proposal shall be submitted NO LATER THAN 4:30 P.M., ON MONDAY FEBRUARY 7, 2022 TO:

Daniel W. Gilmore, PH.D., MPH  
Director of Health  
Oneida County Health Department  
185 Genesee Street, 5<sup>th</sup> Floor  
Utica, NY 13501  
[dgilmore@ocgov.net](mailto:dgilmore@ocgov.net)

Proposals received after the submission deadline shall be returned unopened and will not be considered. The County is not responsible for delivery delays and the County’s time/date clock shall indicate the official time of receipt.

**- TERM OF CONTRACT -**

The contract shall be for a five (5) year period, effective February 1, 2022, and ending January 31, 2027.

## - QUALIFICATION OF FIRM –

Consulting firms should have verifiable experience providing transportation consultant services and route management for municipalities in New York State for children with special needs in age group two to five years. The firm/consultant shall provide verification that they are familiar and have experience with Section 4410 of the New York State Education Law, as well as the Commissioner of Education’s rulings and regulations governing transportation of children with special needs.

It is expected that consultants will be able to clearly demonstrate that they have successful experience as a transportation consultant working with other New York State municipalities. More consideration will be given to those firms/consultants that can provide documentation of experience developing bid specifications for the transportation of children with special needs, and experience in the successful resolution of parent, program, and county concerns related to such transportation.

Since the County’s objective is to contract for ongoing services beyond development of bid specifications and recommendation of award, and beyond the resolution of parent, program, and county concerns related to transportation of children with special needs aged two to five years, a proven applicable history of transportation route management is required.

Consultants should be prepared to demonstrate and/or verify through positive references an accomplished skill level with the transportation routing software utilized by their firm.

### MANDATORY PROPOSAL RESPONSE REQUIREMENTS

Prospective vendors shall submit three (3) copies of the following in their proposal or a single digital copy to [dgilmore@ocgov.net](mailto:dgilmore@ocgov.net) :

1. Narrative, including:
  - a. The prospective vendor’s proposal.
  - b. Detailed response identifying the prospective vendor’s proposed process and system solution to this proposal, if applicable.
  - c. Implementation schedule.
  - d. Fees: Prospective vendors are to submit their proposed fees for the services described in the format attached at the applicable of Exhibit A and/or Exhibit B.
  - e. Additional information that the prospective vendor believes to be pertinent to the County’s requirements.

## 2. Operations Team Biographies:

Provide biographies of the individuals who would comprise the prospective vendor's operational team. Describe only the people who would actually work on the County's account. Specify the role each would play as well as what backup coverage would be available in time of conflicting engagements.

### **- ADDITIONAL PROGRAM INFORMATION & GUIDELINES -**

- Transportation of children with special needs is to be provided in a manner consistent with Section 4410 of the New York State Education Law, as well as the Commissioner of Education's rulings and regulations governing the same. Accordingly, the services to be provided under this agreement must conform to the statutory and regulatory requirements pertaining to this program. The firm/consultant should affirmatively indicate within their proposal that they are fully familiar with the transportation requirements set forth therein.
- Firms/consultants are advised that the transportation of any child to a particular program is based upon an order from the Committee on Preschool Education (CPSE), or an order of the Individual Family Service Plan (IFSP). The County does not have control over the particular program that the child is attending.
- Transportation per child must be limited to seventy-five (75) minutes each way, unless a longer time on a vehicle is approved by the County. Consequently, firms/consultants are expected to utilize computerized route optimization software to develop the most cost effective routes meeting that objective.
- Attachment "A" is incorporated into this RFP and provides a listing of programs being held in the current school year and the approximate number of children who are attending. Firms/consultants should be aware that, at any time during the school year, program(s) or children may be added and removed. Further, programs may last for all or only part of the school year, which runs from July 1 to June 30.
- Consultants are advised of the following insurance requirements: The Consultant shall maintain a professional liability policy and will provide the County with proof of coverage in the amount of \$1,000,000 per incident and \$3,000,000 aggregate. The Consultant shall also maintain general liability insurance and will provide County with proof of coverage in the amount of \$1,000,000 per incident and \$3,000,000 aggregate. The Consultant agrees to have the County named as an "additional insured", on a "primary, non-contributory basis, as its interests may appear" on the general liability policy and to provide the County with certificates from said insurance company or companies showing the proof of insurance as stated heretofore. The County reserves the right to require Consultant to provide insurance policies for review by the County. The Consultant grants the County a limited power of attorney to communicate with Consultant's insurance provider and/or agent for the express purpose of confirming the coverages required hereunder.

## - PLAN IMPLEMENTATION -

The firm/consultant's proposal shall describe its approach to implementing services described herein. The implementation plan shall offer a clear picture of the various steps necessary to enable the firm/consultant to acquire and administer the responsibilities applicable to the services described in this RFP.

It is expected that the consultant's description of the proposed approach will list the various economies and efficiencies it has obtained through an effective use of electronic route optimization and administrative software programs for Children with Special Needs programs.

## - REQUIRED SERVICES/PROPOSAL REQUIREMENTS -

The selected firm/consultant must be prepared to provide all of the following services, including those that may be selected by the County at its option, including the utilization of electronic route optimization and administrative programming where requested. An example of previous bid specifications completed by the firm/consultant should be submitted with the proposal.

The firm/consultant's proposal shall address its ability to provide the services listed below and clearly indicate fees for each service:

### **A. Transportation Consulting and Vehicle Routing**

#### **1. Cost Control Services**

- a. Initial Routing (Fall Routing):* One study that utilizes the student data provided for children who will attend the fall programs. It is intended that this study will establish the vehicle runs (trips) and routes (combinations of runs) within the parameters established by the Routing Analysis. The successful proposer will negotiate final routes and approved number of vehicles with the transporter.
- b. Initial Routing (Summer Routing):* One study that utilizes the student data provided for children who will attend the summer programs. It is intended that this study will establish the vehicle runs (trips) and routes (combinations of runs) within the parameters established by the Routing Analysis. The successful proposer will negotiate final routes and approved number of vehicles with the transporter.
- c. On-Going Computerized Routing:* Provide transporter(s) with route changes by routing on a continual basis as changes for passengers occur. Continual computer analysis is required to ensure additional vehicles are minimized.
- d. Maintenance of Student Data:* The firm/consultant is to be the "clearinghouse" of transportation information concerning all of the students participating in the County's Preschool Program. The firm/consultant will provide edited and integrated computerized student information to the County and the program providers to ensure prompt receipt of

revised information concerning all students prior to each startup (fall and summer sessions), and timely notice of changes in each student's information.

## 2. **Bid Specifications**

- a. *Comprehensive Routing Analysis*: One study (data simulation) that establishes an optimal combination of runs (trips) so as to minimize the number of vehicles (routes) required. Employing the most representative data set at the time of simulation, the firm/consultant shall try various forms of clustering of routes so as to determine geographic zone (corridor) configurations and the most efficient bell times. Based on the vehicle usage determined by the combination of trips, the optimal unit of payment to the transportation vendor shall be established. This shall become the framework for preparing the content portion (definitions, etc.) of the Transportation Bid or RFP, and become the "Bid Addendum" to the Bid Specifications.

Bid Addendum: Preliminary computerized routing analysis through linear programming algorithms. Routing shall be broken into "route corridors" so that each transporter can be more readily controlled; the "route corridors" may be broken into tiers so that lower prices can be bid because the transporter does not have to presume every trip is from the furthest point in the "route corridor." Bidders/proposers shall be provided with information that includes a visualization of the "route corridors and tiers, historical student count and towns of origin, and an estimate of the number and type of vehicles that will be required. It is intended that this will allow the transporters to more accurately determine potential costs, and in turn, reduce their need to inflate prices (i.e. cost safety factor). A technical framework shall be designed that sets the stage so as to allow professional vehicle routers to minimize the number of vehicles required, which is expected to improve the opportunity for controlling and/or reducing costs. This service shall include customizing the software screen to portray the customized "route corridors."

- b. General Bid Specifications:
  - i. Draft bid specification language every three (3) or four (4) years that includes updates and modification of New York State Dept. of Health, New York State Dept. of Social Services, Dept. of Motor Vehicles, and Dept. of Transportation regulations, and transportation parameter definitions; review bid specifications with County departments.
- c. Interim Bid Specifications: It is presumed that the Bid Specification Service will be provided only once during a three- to five-year period. If this service is selected, in the event the County desires to bid more than once during this period, or to re-bid a portion of the transportation vendor services at any time, the firm/consultant shall update the bid specification document it initially drafted, or prepare supplemental bid documents. In consultation with the County a specific zone or zones might be rebid in the event the opening or closing of several center based programs would allow for the combining of a single transporter's routes so as to reduce the number of vehicles required. Interim bids might be requested when a new center based program opens at a location more than a "reasonable" distance from any other center based program, and therefore, the routes to



such new center based program cannot be included under an existing contract with any transporter.

3. **Field Inspections:** Vehicle, driver and driver assistant inspections shall be provided by the firm/consultant each month. This task shall include an aggregate of eight (8) hours of observation of vehicle condition, vehicle and driver/driver assistant knowledge and qualifications, driver and driver assistant conduct, and timeliness of service.
4. **Point of Contact:** All questions, concerns, etc. from the parents, program providers, and transporters regarding the transportation of the children shall be directed to the firm/consultant. The firm/consultant shall work with each interested party in finding answers and resolving problems.

Point of Contact shall include monitoring the transporters contractual obligations and limitations as they relate the children transported. This shall include advising the County and transporters of contract requirements (both on request and on the firm/consultant's initiative), and determining appropriate penalties for non-compliance. The firm/consultant shall not be required to perform research and/or travel as part of this service.

5. **Consulting Services:** The firm/consultant shall provide an hourly rate it would charge in the event the County requests that the firm/consultant provide services which are not designated in this RFP.

#### 6. **Software Performance Requirements**

- a. The selected consultant shall provide and customize, as necessary, vehicle routing software to efficiently route vehicles for the County's Preschool Special Education transportation programs.
- b. The software or its integrated database must be capable of:
  - i. Automatically identifying hazardous roads;
  - ii. Automatically ensuring right-side pick up (i.e. that a child would not cross the street to board a transportation vehicle);
  - iii. Automatic routing with accurate mileage determinations, accounting for a child attending programs at different programs with different session days and times, including different pick-up and drop-off times;
  - iv. Automatically determining minimum number of vehicles, vehicle paths, vehicle stop times and driver directions;
  - v. Recognizing all stops, accounting for passenger pick-up and adjusting load time; and

- c. The firm/consultant shall be responsible for upgrading and supporting all software and hardware utilized during the term of the contract.

## **B. Transportation Cost Accounting**

### **1. Invoice Assistance**

- a. *Face Review of Driver Attendance Sheet (Log)*—In the basic scope of service it is intended that the firm/consultant will ensure the transporters’ attendance record-keeping as it pertains to the children being transported is fully recorded on the Driver Attendance Log. The firm/consultant will review these Logs, and ensure they are each completely filled out. The firm/consultant will perform a “face review” of the Logs, but will not be required to attest to the accuracy of the attendance. The firm/consultant will compare these Logs with the Program Calendars to ensure there are no Vehicle Days of Service shown for holidays, snow days, and other days the programs are not open.

Any Student Days of Service discrepancies discovered by County personnel (e.g. classroom attendance) after the “face review” (other than as might have been caused by the firm/consultant) will be resolved by the County.

The “basic” (face review) Attendance Tracking Service (i.e. manual review of Driver Attendance Logs) shall serve the following purpose:

- i. The County will be made aware of persistent absences of children scheduled for transportation, so that the continuance of transportation for such children may be verified, and if appropriate, routes redesigned to ensure cost efficiencies.
  - ii. The firm/consultant will summarize the number of days a student is absent in 5, 10, and 15 day increments. These reports are to be provided by the transporters so as to alert the County of extended consecutive absences. This is so that the County and/or school can issue orders to stop transportation if and as appropriate.
- b. *Number of Vehicles*: The number of vehicles required (computer generated) is to be compared with the number of vehicles invoiced by the transporter.

## **REFERENCES –**

Reference information is considered an integral component of the RFP evaluation and selection process.

At least five (5) municipal references for management/consulting with regard to the transportation of preschool children with special needs must be provided. Each reference shall list the municipality and the name, title, address, phone number, and fax number of the primary contact person.

Responsible firms will verify that reference information is current. Incomplete or inaccurate reference information will negatively impact evaluation of the firm's proposal.

### **- EVALUATION & SELECTION -**

Following submission, a study period will be observed during which time reference checks and interviews may be conducted and additional information requested.

Selection will be based upon, but not be limited to, the most favorable combination of professional qualifications, experience, program approach, reference responses, and fee structure.

Any contract is subject to the approval of the Board of Legislators and County Executive. All participating firms will be formally advised of the results of this RFP process.

Oneida County reserves the right to continue the selection process, request additional information, or not contract for services should it appear to be in the best interest of the County.

### **- QUESTIONS -**

Questions regarding the preparation of the firm's proposal may be directed to:

Daniel W. Gilmore, at phone:315-798-5480; email: [dgilmore@ocgov.net](mailto:dgilmore@ocgov.net)

Questions regarding the transportation program requirements may be directed to :

Daniel W. Gilmore, at phone: 315-798-5480; email: [dgilmore@ocgov.net](mailto:dgilmore@ocgov.net)

### **- OTHER TERMS -**

- A. The County of Oneida in its sole discretion retains the right to cancel this contract with reason provided that the contractor is given at least ninety (90) days notice of its intent to cancel.
- B. Oneida County reserves the right to reject any proposal which, through proposer error or omission, is found to be mathematically incorrect, conditional, otherwise incomplete, or not in compliance with Oneida County proposal specifications. This right to reject proposals

which are incomplete, inaccurate, or not in compliance with specifications shall be exercised in the best interests of Oneida County.

- C. The Oneida County shall have the right, at its sole discretion, to divide RFP together with a contract(s) for the services described into the following two groups of services:
  - 1. Transportation Consulting/Management; and/or
  - 2. Cost Accounting.

At the County's discretion a contract may be offered for one of the foregoing groups of services but not the other; and the County may award a contract for each group of services to a different contractor.

**Exhibit A  
Transportation Consulting and Vehicle Routing**

Prospective Vendor

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Service	Required		Optional	
	Annual	Per Occurrence	Annual	Per Occurrence
1. Cost Control				
a. Initial computerized routing (fall session)				
b. Initial computerized routing summer session				
c. Ongoing computerized routing				
d. Field testing of routes				
e. Maintenance of student data				
Subtotal	\$ -	\$ -		
2. Bid Specifications				
a. comprehensive routing analysis				
b. General bid specifications--draft language				
c. Pre-bid consultation				
d. Solicitation of transporters				
e (1). Evaluation of bid responses; or				
e (2). Evaluation of RFP responses				
f. Budget projection				
g. Interim bid specifications				
Subtotal	\$ -	\$ -		
3. Field Inspections				
4. Point of Contact				
5. Consulting Services				
Subtotal	\$ -	\$ -		
Total	\$ -	\$ -		

**Exhibit B**  
**Transportation Cost Accounting**

Prospective Vendor

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Service	Required		Optional	
	Annual	Per Occurrence	Annual	Per Occurrence
1. Invoice Assistance				
a. Face review of Driver Attendance Sheets				
b. Number of vehicles				
c. Vehicle days of service				
d. Transportation student days of service				
e. Price-per-student-per-day				
f. Integrated invoice reconciliation <sup>1</sup>				
g. Classroom student days of service				
h. McGuinness down-load				
Total	\$	-	\$	-

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<sup>1</sup> Vehicle days of service (item 1 c) and Price-per-student-per-day (item 1 e) are both included in Integrated invoice Reconciliation