

TIMBERLANE REGIONAL SCHOOL DISTRICT TRANSPORTATION CONSULTING SERVICES PROJECT SCOPE

November 3, 2017

OVERVIEW

1. Project Background and Description

The Timberlane Regional School District currently contracts with First Student, Inc. to transport pupils in the District to and from school, for field trips, and extra-curricular activities. The contract with First Student expires on June 30, 2018. The School District intends to publish a Request for Proposals in order to contract services for July 1, 2018. The Timberlane Regional School District is comprised of the towns of Atkinson, Danville, Plaistow, and Sandown. The Timberlane Regional Middle and High School are both located in Plaistow, NH.

2. Project Scope

The Pupil Transportation Consultant will analyze the following:

- Current contract and performance by vendor
- Existing business practices
- Existing routes and ridership data

The Pupil Transportation Consultant will issue the following documents:

- A full Request for Proposals document for publication
- A comprehensive report with recommendations for best practices and efficient operations of the department
- A weekly status report of the work performed under the consulting services contract.

3. Requirements

The Pupil Transportation Consultant Must:

- Possess knowledge of Federal and New Hampshire pupil transportation laws and regulations
- Carry an insurance policy for errors and omissions in relation to their recommendation
- Possess knowledge of modern pupil transportation technology
- Ability to meet in person with staff in the Timberlane Regional School District
- Cite previous experience with public school districts in New Hampshire

4. High-Level Timeline/Schedule

Consulting services shall commence as soon as possible.

RFP to be published and advertised no later than January 5, 2017

5. Statement of Qualifications Requirements

The statement of qualifications shall be submitted no later than **November 10, 2017** to:

Thomas Geary, Business Operations Coordinator
SAU 55
30 Greenough Rd.
Plaistow, NH 03865

Or:

Via email: Thomas.Geary@sau55.net

- The statement of qualifications shall include:
- Name of firm, telephone number, email, and fax number
- Firm Profile
- Staff members to be used on the project and resumes
- Compensation: Estimated hourly rate, reimbursable expenses
- Schedule availability