

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #92 (98-99)

October 12, 1998

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: AWARD OF CONTRACT: SCHOOL BUS ROUTING SOFTWARE

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the award of a contract to Creighton Manning, Inc. for School Bus Routing Software in the amount of \$66,000 to be expensed over a five-year period with payments of \$13,200 each year.

PERTINENT FACTS:

A Request for Proposal was issued on August 18, 1998 for software and services for Bus Routing Software to be used by the Pupil Transportation office. The system implemented will support an array of applications. These include:

- Map Editing
- Boundaries
- Student Download Functions
- Student Data Capabilities
- Student Data Search/Sort Capabilities
- Student Data Management Capabilities
- Grade Advancement Capabilities
- Automatic Routing Capabilities
- Manual Routing Capabilities
- Route Scheduling Functions
- Student Reports
- Routing Reports
- Planning Tools
- Boundaries and Buildings

Requests for Proposal were mailed to six proposers and two responsive proposals were received as shown on the attached Abstract of Proposals (Attachment B) and Tabulation of Proposals (Attachment A).

The Request for Proposal included criteria for a two-step Evaluation Process and required that the proposals include a total purchase price with payments amortized over a five-year period, to be submitted as part of the proposal in a separate sealed envelope. The Evaluation Process, Step One, was the technical review of each proposals scope of services (Attachment C). The Evaluation Process, Step Two, was opening the Proposal Fee Forms for the two proposals and assigning points which were added to the scores achieved in Step One.

The Proposals were analyzed and evaluated by a selection committee consisting of staff members of the Transportation Department. Under Step One of the evaluation process, each committee member analyzed and scored the written proposals independently using the Evaluation Schedule included in the Request for Proposal. The Step One scoring criteria were:

- a. Project Approach and Methods.....0 – 150 points
- b. Management.....0 – 100 points
- c. System Support & Training.....0 – 250 points
- d. Workload & Resources.....0 – 100 points
- e. Firm’s Experience.....0 – 150 points
- f. System Requirements, Software Module.....0 – 300 points

- Maximum Score Possible, Step One 1,050 points**

After the selection committee evaluated the proposals, the Proposal Fee Forms were opened and points assigned by formula. The lowest total proposal fee received the highest score (700 points maximum) and the other proposer was assigned proportionately fewer points relative to the lowest fee.

As the highest scoring proposer both in the technical and pricing categories, Creighton Manning, Inc., is the choice of the selection committee. The proposal fee is \$66,000 with payments of \$13,200 over a five-year period. They were the only responsive proposer to provide pricing for the additive alternates: Vehicle Maintenance Module and the Field Trip Management Software which the District requested and would like to acquire in the future. The Matanuska-

Susitna Borough School District currently uses the VersaTrans Routing and Planning Software offered by Creighton Manning, Inc. as well as many other school districts throughout the United States, some since 1985.

CERTIFICATION OF FUNDS:

Fund Description:

(01) General Fund
(8101) Transportation
(3010) Contractual Services - Administration

Fund Source:

	<u>Amount</u>
1081013010	\$66,000

BC/EB/SAB/tc

Attachments

Prepared by: Shirley Braspenninckx, Senior Purchasing Agent
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Approved by: Janet Stokesbary, Chief Financial Officer