

REQUEST FOR INFORMATION #25-1258

Idaho Statewide Routing Software



IDAHO DEPARTMENT OF EDUCATION
STUDENT TRANSPORTATION | STATEWIDE ROUTING SOFTWARE

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1. ADMINISTRATIVE INFORMATION

RFI Title:	Idaho Statewide Routing Software
RFI Lead:	Ali Stolzman astolzman@sde.idaho.gov 650 W. State Street, 2 nd Floor Boise, ID 83702 208-332-6856
Deadline To Receive Questions:	June 27, 2024 at 11:59 PM MT Use the official form to submit questions.
IDE Posts Written Responses to Questions	On or before July 15, 2024
Deadline to Submit Responses: <i>Responses must be received at the electronic in-box before the closing date and time.</i>	July 29, 2024 at 11:59 PM MT See Section 3 for submission instructions.

2. OVERVIEW

2.1 Purpose

The Idaho Department of Education (IDE) seeks information regarding options available for a Statewide Routing Software program. The routing software program will provide computerized routing software to plan bus trips, but IDE seeks additional information regarding functionality offered by on-board GPS.

2.2 RFI – For Information Only

Please note that this Request for Information (RFI) is for informational purposes only, and no contract will be awarded as a result. An organization's response to the RFI - or lack thereof - will not affect the evaluation of responses to any subsequent Request for Proposals (RFP) or Invitation to Bid (ITB) released. Responses will be used solely for information and planning purposes.

2.3 Idaho Student Transportation Background

IDE supports Idaho school districts and charter schools by providing extensive training, technical and financial reviews of the districts' student transportation program operations. Student Transportation is an integral part of the total educational system, contributing significantly to the learning process by providing safe and dependable transportation. 2,985 Idaho school buses travel 22 million reimbursable miles per year, transporting nearly 90,000 Idaho students. Idaho school buses may be equipped with GPS; however, it is not for use by IDE at this time and GPS is optional.

2.4 Basic Routing Software Requirements

Interested parties are invited to respond to this RFI by submitting a response to the IDE. Responses should include ideas, information and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this initiative.

IDE desires a routing software product that supports following areas:

- Planned vs. Actual route visibility
- Two second ping rate
- Live ETAs for upcoming stops
- Detailed route history
- Compatibility to transfer data and create custom reports.
- Allow parents of students to access a parent portal to obtain information.

2.5 Information Sought from Respondents

Below is the Department's list of information sought. If the answer to one of the questions is the same as the answer to another, please indicate that and do not repeat the response.

Bulleted lists are permissible.

1. Brief, relevant background information about your organization and prior work experience or products you offer related to our needs.
2. Respondents should include in their response details concerning their product availability containing all, some, or none of the IDE desired product capabilities listed in Section 2.4 Basic Routing Software Requirements.
3. Describe any features that your organization offers not listed in Section 2.4 Basic Routing Software Requirements.
4. Other information you think is relevant.
5. Provide visual examples of reports and data generated from your software.

2.6 Respondents' Inquiries

Questions or other correspondence must be submitted electronically using the [official form](#). If it becomes necessary to revise any part of this RFI, addenda will be posted on the Department's [Contracting Opportunities](#) website. It is the responsibility of parties interested in this RFI to monitor the IDE Contracting Opportunities website for any updates or amendments. All changes to this RFI will be in writing and must be posted to the IDE Contracting Opportunities website to be valid.

**QUESTIONS MUST BE RECEIVED BY 11:59 PM MST,
June 27, 2024**

We encourage early inquiries, which we will answer as quickly as possible. Official answers to all questions will be posted on the as an amendment to this RFI by July 15, 2024.

3. INSTRUCTIONS FOR SUBMISSION OF RESPONSES

3.1 Prepare the Submission

Fill out the form available in Appendix A, of this fillable PDF. Before submitting, save the fillable Form as:

- “Companyname-RFI-RS-Form-1-of-1.pdf.”

For example, Appendix A can be named as “Idaho-Department-of-Education-RFI-RS-Form-1-of-1.pdf.”

If you have visual examples of reports and data from a school/district/state level, save it in a single, added document using the following naming convention.

- Companyname-RFI-RS-Form-1-of-1.pdf
- Companyname-RFI-RS-Visual-2-of-2.pdf.

If you have additional information, save it in a single, added document using the following naming convention.

- Companyname-RFI-RS-Form-1-of-3.pdf
- Companyname-RFI-RS-Visual-2-of-3.pdf
- Companyname-RFI-RS-Evidence-3-of-3.pdf

3.2 Submit the Response Electronically

Send the document(s) to astolzman@sde.idaho.gov by 11:59 PM MT on July 29, 2024.

The Idaho Department of Education is not responsible for delays in electronic transmission that may occur between the sender and recipient. Submissions will be considered on time if they arrive at the email address above by 11:59 PM MT on July 29, 2024.

No hard-copy documents will be accepted.

4. IDAHO PUBLIC RECORDS LAW

Pursuant to the Idaho Public Records Act, Idaho Code section 74-101 et seq., records, including documents in all forms, received from Respondents may be open to public inspection and copying unless exempt from disclosure.

Please do not submit confidential information in your response.

3. Describe the level of service you propose for the implementation period and technology support and response time (e.g. 24x7 availability with 9am-5pm staffing).

4. Please list rough estimated costs for Idaho Department of Education to use your services.

5. Other information you think is relevant.

6. Provide visual examples of reports and data from a school/district/state level. Save the document as Companyname-RFI-RS-Visual-2-of-2.pdf.

6. APPENDIX B – AMENDMENTS, QUESTIONS, AND RESPONSES

This section will contain any amendments to the RFI, including all questions and responses.