



Valley Central School District  
944 State Route 17K  
Montgomery, NY 12549  
845-457-2400

## **REQUEST FOR PROPOSAL (RFP)**

### **Transportation Consulting Services**

#### **Issued By:**

Valley Central School District  
944 State Route 17K  
Montgomery, New York 12549  
Mr. Brad Conklin, Assistant Superintendent for Business  
[brad.conklin@vcsdny.org](mailto:brad.conklin@vcsdny.org) | (845) 457-2400 Ext. 18122

**RFP Issuance Date: September 17, 2025**

**Proposal Due Date: Monday, September 29, 2025 at 3:00 PM**

#### **I. Scope of Services**

The Valley Central School District, a public school district in New York State, is seeking sealed proposals from qualified and experienced consultants to assist in the comprehensive review and revision of its current transportation bid specifications. The selected consultant will be responsible for redesigning or rewriting these specifications as needed to support the development of a new contract for student transportation services with a licensed school bus provider.

The scope of services to be included, but is not limited to, the following transportation categories:

- **Home-to-School Transportation**
  - Five-year contract term covering the academic years: *July 1, 2026 – June 30, 2027; 2027–28; 2028–29; 2029–30; and 2030–31*
- **Field and Sports Trip Transportation**
  - Five-year contract term covering the same academic years as above.
- **Summer School Program Transportation**
  - Five-year contract term covering the summers of: *2026, 2027, 2028, 2029, and 2030*

The consultant will provide end-to-end support throughout the RFP process, including:

- Reviewing existing bid specifications and identifying areas for improvement
- Drafting revised specifications that align with current legal, operational, and industry standards
- Assisting in the preparation and issuance of the RFP

- Supporting vendor outreach and solicitation
- Coordinating the RFP opening and evaluation process
- Advising on vendor selection and contract award

The District seeks a consultant with demonstrated expertise in school transportation procurement and a proven track record of successful RFP development and implementation.

## **II. Proposal Requirements**

To be considered, all proposals must include the following components:

- 1. Letter of Interest**
  - A formal letter expressing the consultant's interest in providing services to the District, including a brief overview of qualifications and commitment to the project.
- 2. Firm Profile and Qualifications**
  - Overview of the firm's history, structure, and areas of expertise
  - Demonstrated experience working with public school districts
  - Familiarity with New York State Education Department (NYSED) transportation regulations and standards
- 3. Project Approach**
  - Detailed description of the proposed services and methodology
  - Anticipated timeline for completing each phase of the RFP process, from specification development to contract award
- 4. Fee Proposal**
  - Clearly defined fee structure (e.g., hourly rate, flat fee, commission-based, or blended model)
  - Estimated total cost for the full scope of services
- 5. References**
  - Contact information for at least three clients for whom similar transportation consulting services have been provided
  - Include name, title, organization, phone number, and email address

## **III. Evaluation Criteria**

Proposals will be evaluated based on:

- Demonstrated understanding of project and NYSED requirements.
- Experience with school district transportation RFPs.
- Quality of project approach and proposed timeline.
- Cost effectiveness and clarity of fee structure.
- References and past performance.

The District reserves the right to interview finalists and request additional information.

#### **IV. Submission Instructions**

**Deadline:** All proposals must be received by **Monday, September 29, 2025 at 3:00 PM.**

**Format:** Submit one (1) original and one (1) electronic PDF copy via email after the opening date and time.

**Delivery:**

Valley Central School District  
Attn: Brad Conklin, Assistant Superintendent for Business  
944 State Route 17K  
Montgomery, New York 12549

Proposals must be clearly marked: **“RFP: Transportation Consulting Services”**

Late submissions will not be considered.

#### **V. Additional Information and Conditions**

- The District reserves the right to reject any or all proposals and to waive informalities.
- The issuance of this RFP does not obligate the District to award a contract.
- All proposal materials become the property of the District upon submission.
- Any costs incurred in preparing the proposal are the sole responsibility of the proposer.

#### **VI. Inquiries**

All questions regarding this RFP must be submitted in writing no later than **Wednesday, September 24, 2025** to:

Mr. Brad Conklin, Assistant Superintendent for Business  
Email: [brad.conklin@vcsdny.org](mailto:brad.conklin@vcsdny.org)

Responses to all inquiries will be distributed to all potential proposers.