



SPRINGFIELD PUBLIC SCHOOLS

8/29/2023

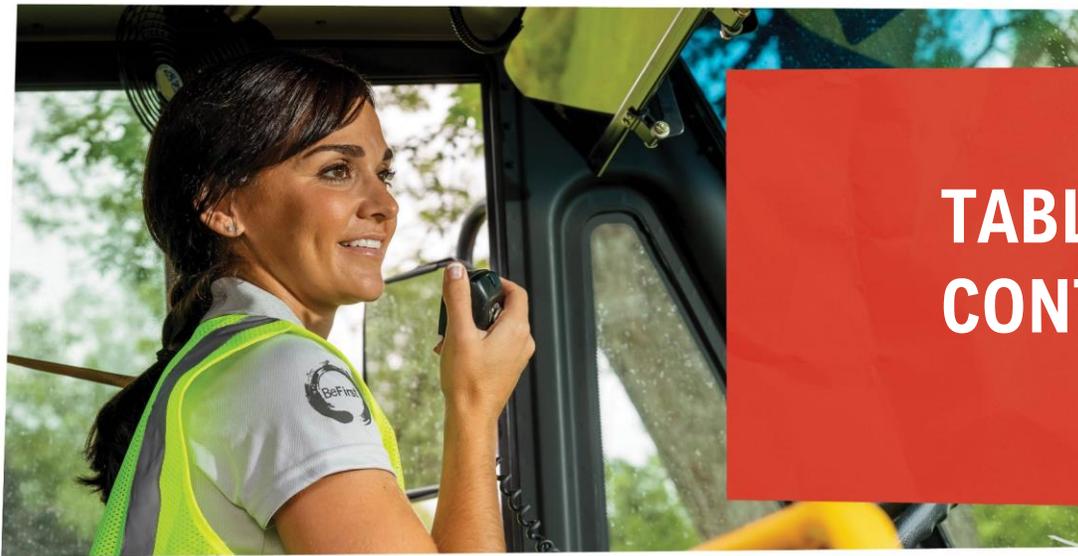


TABLE OF CONTENTS



SPRINGFIELD PUBLIC SCHOOLS - DISTRICT 186

August 29, 2023

Cover Letter.....	1
First Consulting Overview	2
Scope of Services.....	4
Key Project Personnel	7
Project Fee Structure.....	10

8/29/2023

Mr. Steve Miller
Manager of Transportation and Leadership Support
Springfield Public Schools
1900 West Monroe Street
Springfield, IL 62704
sjmiller@sps186.org

Dear Mr. Miller,

First Consulting is pleased to submit a proposal to Springfield Public Schools in response to your request. The accompanying proposal documents outline the many ways we will use our local and national resources to meet your requirements and organizational goals with a customized approach. We are truly excited by the prospect of partnering with Springfield Public Schools to provide safe, efficient, world-class routing for the Springfield community.

We understand your decision regarding student transportation services has an impact on many stakeholders, and we have developed this highly competitive proposal with each in mind. We welcome the opportunity to meet with your administration, evaluation committee and/or school board to discuss our proposal in further detail.

Thank you for giving First Consulting this opportunity. Please feel free to contact me directly if you have any questions regarding our proposal.

Sincerely,



Scott D. Parker
Senior Director/First Planning Solutions
Scott.Parker@firstgroup.com
630-414-6031



FIRST CONSULTING OVERVIEW



First Consulting is the only transportation consultant in North America backed by the largest home-to-school student transportation contractor. We are a business unit within First Student who is dedicated to providing best-in-class services including consulting, routing, maintenance, safety, training and transportation management. When you partner with First Consulting, you gain global expertise powered by local resources. This level of excellence can only be achieved by a provider with a superior understanding of all aspects of student transportation operations.

Unlike typical consulting firms, we have vast experience reviewing student transportation systems in real-world circumstances. We successfully manage transportation system challenges like those faced by Springfield Public Schools every day. Our consultants are supported by a nationwide network of resources to professionally manage and support all your transportation needs. **We are the benchmark of the industry, and we set the standards in technology and service.**

Understanding Your District's Objectives

We understand that Springfield Public Schools is looking for a consulting and advisory firm aimed at helping school districts navigate through the ongoing challenges of student transportation services. As your district's consultant, we are proposing a comprehensive Student Transportation Study based on the requirements. This assessment will review Springfield Public Schools' current routing, with an eye toward providing the maximum level of service and safety.



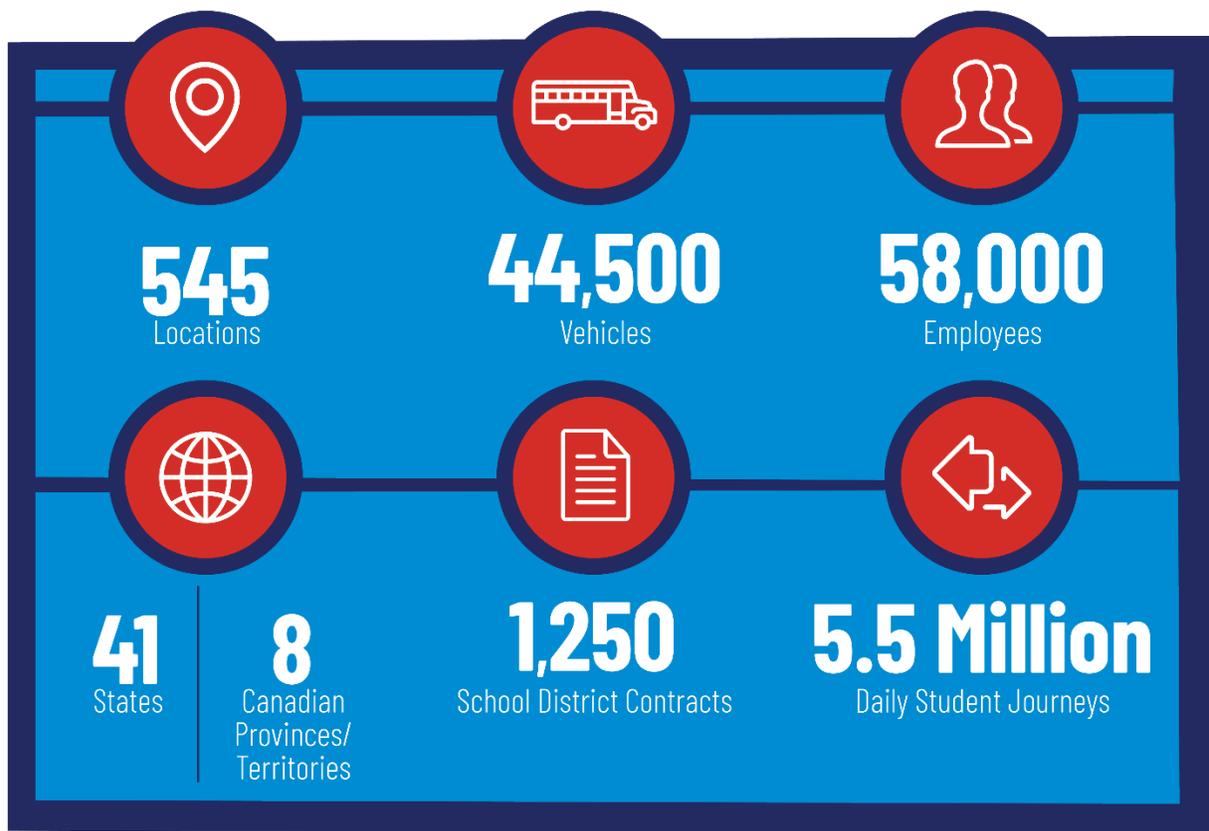
Our evaluation of your district's current transportation system will include an analysis of the following:

- **Cost Analysis:** safety, staffing, policies, fleet portfolio, wage rates, maintenance
- **Mandated versus Non-Mandated Busing:** current routing effectiveness, saving potential from elimination of non-mandated transportation
- **Options and Recommendations:** route assessment, utility outreach, funding analysis

At the end of the consulting engagement, we will provide your district with specific reports of findings and workable recommendations for improvement in compliance and/or efficiency. Our comprehensive analysis, as well as our valuable insights and recommendations, will serve your district well for many years.

A VAST NETWORK OF RESOURCES

First Consulting has access to First Student's vast network of resources to benefit Springfield Public Schools. For large and small school districts alike, we offer tailored, cost-effective solutions spanning full-service transportation and management, special needs transportation, route optimization, maintenance and electric vehicle consulting services.



SCOPE OF SERVICES



Serving Springfield Public Schools requires an immense amount of expertise, commitment and team of dedicated professionals. We developed a strategic proposal that incorporates critical First Consulting differentiators that distinguish us from other providers. We are confident that we're the right partner to meet and exceed Springfield Public Schools' transportation objectives.

Routing Services

Proposed approach and overview of methods:

Transition Planning

Once engaged for routing services, we will develop a comprehensive plan to transition routing responsibility to First Consulting. Plan will start with a knowledge transfer period that will include on-site or virtual meetings with Springfield Public Schools office to ensure all critical knowledge and data is appropriately transitioned. Plan may also include a transitional period where First Consulting routing staff works in parallel with Springfield Public Schools' personnel.

With First Consulting routing services, we are responsible for managing and performing all aspects of the routing process for Springfield Public School, including the following:

New School Year Planning

The new school year routing process will include the following key activities:

Pre-work

On a mutually agreed date, we will meet with the appropriate Springfield Public School staff to plan the new school routing process. At this time, we will set dates for key activities, including first day of school, rollover student data file availability, route pick, dry runs, etc. If the district is considering any significant changes that will affect transportation planning for the new year, these changes will be reviewed, and where appropriate, specific plans to accommodate will be developed.

New School Year Route Planning

The new school year routing work launches with the receipt of the new, rolled over student file, expected mid to late June. Routing tasks:

- Import new student file to Edulog routing system
- Geolocate new or changed students to the routing system map
- Auto-assign students to stops
- Create or move stops as needed to ensure compliance with District policies
- Assign remaining students to stops
- Modify existing runs as needed to accommodate new or changed stops
- Repackage runs into route schemes
- Solicit feedback on routes from the district's subject matter experts

- Incorporate feedback into route schemes
- Dry run routes
- Incorporate driver feedback into route schemes
- Finalize initial routes
- Plan for pre-startup route freeze
- Provide transportation data to the district for communication to parents
- Post-startup
 - Address startup route issues on a case-by-case basis
 - Plan for a route freeze period during which only urgent route changes will be made
 - Based on driver and other transportation staff feedback, perform route refinements as needed
 - Implement refined route schemes

Ongoing Routing Services

Ongoing routing services are generally driven by the following inputs:

Recurring Student File Update Feeds

It is understood that an interface between the District's Routing system and their student information system (SIS) currently exists. The expectation is that the interface is bi-directional with student data flowing from SIS to the routing system and transportation data (stop location and time) flowing to the SIS. It is also our expectation that this interface will remain in place as it is.

Change Requests Submitted through Online Tool

We have a proprietary online workflow solution – Route Request Exchange (R2X) – for submitting, reviewing, executing, and dispositioning routing change requests submitted from designated school and District administrators. It is the expectation that the R2X tool will be used by all administrators to submit any applicable transportation requests.

New route sheets will be distributed to appropriate end users (transportation department and school administrators) via our proprietary Route Distribution Tool (RDT). The RDT delivers updated route sheets to designated individuals via email.

Our general turnaround time to implement change requests is 48 hours from receipt. For example, a change request is submitted on a Monday, drivers/schools are notified of route changes on Tuesday, and on Wednesday the requested route change goes live. It should be noted that this timing generally applies to normal, post-startup operations. During the startup routing process, the timeframe for processing changes may differ due to high volumes of changes.

Ongoing Coordination

First Consulting's Routing Lead will perform and coordinate the day-to-day routing for Springfield Public Schools. In addition to the Routing Lead, other First Consulting team members will be trained and conversant in Springfield Public School's unique routing requirements and will engage, as needed.

The First Consulting Routing Lead will work closely with designated points of contact at Springfield Public School to coordinate routing activities, changes, inquiries, reporting, etc.

Reporting & E-mail Notifications

Edulog has an extensive library of standard reports that meet most common needs of our school district customers. However, Edulog also has a robust custom reporting tool to support any non-standard requests. Finally, Edulog also has a library of reports designed to satisfy specific state reporting requirements, including Georgia.

Automated Change Reporting (ACH)

First Consulting has developed a proprietary tool named ACH. This tool creates detailed reporting of any change that takes place to student transportation assignments (stop & bus ID, stop location and times) systematically via email to any designated Springfield Public School staff member.

Route Optimization and Scenario Modeling

Concurrent with ongoing routing services, we anticipate our efforts will include the following activities:

Route Optimization

Over the course of the new school year, routing and ongoing routing services, we will consider route efficiency in making route updates. We will also work with the district to conduct periodic route efficiency reviews.

Scenario Modeling

Changes to bell times, transportation eligibility rules, levels of service, school building openings/closings, etc. can impact transportation demand and costs. Included in this agreement are up to 100 hours of modeling effort per contract year. We generally limit such analysis to the non-peak (October thru May) window. Study and analysis time above and beyond the 100-hour threshold would be charged at the hourly rate quoted in the Project Fees section.

Timeline

We anticipate that the full transition to First Consulting Routing Services to take approximately five to six weeks once initiated. The actual timing of the transition will be dependent on the execution of the service agreement. As referenced above, a transition plan outlining key milestones and dates will be developed with Springfield Public School staff input and engagement.

District Requirements

On-site Coordination and Support

Our remote routing model requires the availability of at least one local routing coordinator. This individual should have a good working knowledge of the district service area and their routing operations. Additional duties will include visiting schools to solicit and respond to transportation services feedback, notifying parents of route changes, and coordinating route changes. Time demands for this role will vary throughout the school year. During new school year route planning, time requirements will be significant. At other times of the year, time required is typically limited to coordinating day-to-day issues.

Student Files

It is understood that developing and maintaining accurate student rosters can be a challenge for school districts. However, accurate student data is essential to the delivery of quality routing services. The district will take all steps necessary to provide accurate and timely student data to the Routing team.

KEY PROJECT PERSONNEL



As school districts across the country work tirelessly to provide safe and reliable transportation to their students, First Consulting is ready to help. Our team of experienced consultants can help with school routing, fleet maintenance, operations management, fleet electrification and safety and special needs training. With their years of experience in the field, the First Consulting team can provide customized solutions to help school districts optimize their student transportation operation.

KEY PROJECT PERSONNEL

Note: Full resumes can be made available upon engagement



Senior Director, First Planning Solutions

Scott Parker

Scott Parker joined FPS in 2006 as a General Manager. In his current role, Scott oversees all aspects of First Planning Solutions operations for First Student. Under his leadership, FPS has evolved from an internal support group to a dynamic team that delivers a diverse portfolio of solutions to the K-12 transportation logistics market. During his tenure, the team of uniquely knowledgeable experts has enjoyed strong, steady growth through the consistent delivery superior results for its clients.

Previous Employment

- CIO, GE Energy
- Vice President and General Manager, American Administrative Group

Education

- Bachelor's Degree in Economics, University of Illinois

Certifications, Awards & Honors

- 2017 – Recognized with NSTA (National School Transportation Association) Golden Merit Award)



Director of Project Delivery, First Planning Solutions

Colton Graham

Colton joined FPS in February 1993 as computer routing systems first gained traction in the industry. Over his long tenure with FPS, Colton has been instrumental in the optimization of 1000's of school bus routes. Colton's portfolio has provided 100's of school districts with studies and analyses of routing and policy, and he often provides expertise to districts requiring attendance boundary re-alignment. He is responsible for consulting services, new system implementation and customer application support.

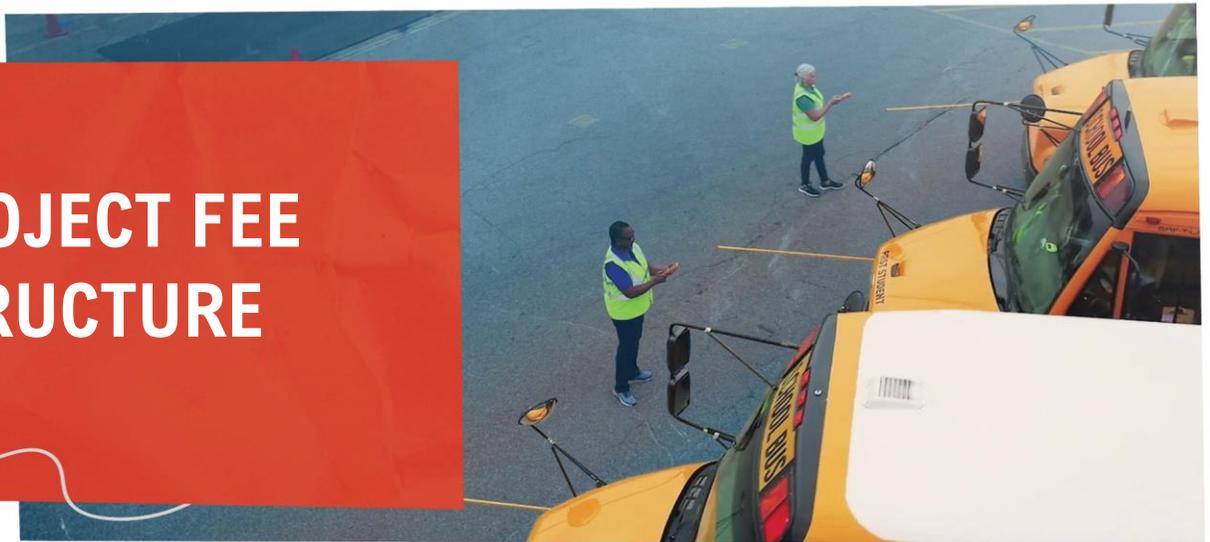
Education

- Bachelor's degree in English, California State University
- Extensive mathematics and computer science coursework

Certifications, Awards & Honors

- Certified as a VersatransRP implementation and application specialist
- FPS representative on the Schools Interoperability Framework (SIF) initiative during its initial creation and rollout

PROJECT FEE STRUCTURE



First Consulting has the most experienced consulting expertise in school bus implementation in North America. Once selected, our partnership approach is to create a joint planning process with the school district. This will allow us to provide the most efficient deployment of consulting resources, onsite or virtually to meet the objectives of the RFP.

Once engaged, our First Consulting team will conduct a meeting with the district to review and finalize the scope for this engagement. If any changes resulting from this meeting do not materially change our projected time and effort levels, this projected cost will hold. Should the final scope significantly impact our time estimates, we will revisit our proposed costs with the district.

Finally, this cost does include reasonable travel and living expenses associated with on-site work at the district for one site visit by the team. If additional visits are required, the costs will be billed directly to the district. First Consulting will work with the district to minimize these costs, limiting travel to that which is essential to the delivery of the project.

PROJECT ASSESSMENTS	PROJECT FEES
Routing Services Year 1	\$60,000
Routing Services Year 2	\$63,000
Routing Services Year 3	\$66,000
Total Fees Year 1 – 3	\$189,000

The pricing above assumes Springfield Public Schools will continue to provide applicable Edulog Athena routing system licensing for First Consulting's use and that Springfield Public Schools will continue to host the system. Edulog hosting is also available for an additional cost.

Contract Expiration

The pricing and timeline are valid for 90 days from the proposal delivery date.