

KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT
AGENDA STATEMENT

No. 11 c

MEETING OF March 24, 2021

Reviewed By

Item Title:

NEW BUSINESS

Motion to approve the offer of a 5-year contract with
First Student, Inc. for the Pupil Transportation Services

Superintendent
 Finance
 Legal Counsel

SUBMITTED BY Katie Parrott, Business Manager

Contact Person/Telephone

APPROVED FOR SUBMITTAL

Katie Jo Parrott 247-2116
Name Phone

SUMMARY STATEMENT:

Administration is seeking approval of a five-year contract with First Student to provide pupil transportation services to the District.

ISSUE: Board Policy governs the district's purchasing, procurement, and contracting procedures. Board Policy requires Board approval for contracts and financial expenditures over \$25,000.

BACKGROUND:

Ketchikan Gateway Borough School District is in the final year of a contract extension with First Student. Pursuant to 4 AAC 27.086, the District published a public Request for Proposals seeking competitive bids for its pupil transportation services. The RFP process closed on February 3rd, and a proposal review committee convened to evaluate proposals and make determinations. First Student was the only responsive proposal received. However, the First Student proposal met all the district's requirements and expectations, including addressing outstanding performance, tracking, and reporting issues, and was determined to be the successful proposer. The District is finalizing the terms of the agreement, but has accepted the proposed rates as reasonable and appropriate for the service being offered.

RECOMMENDATION:

Approval of a 5-year contract with First Student.

FISCAL NOTE:

EXPENDITURE	AMOUNT
REQUIRED \$ <u>1,681,744*</u>	AVAILABLE \$ <u>1,681,744**</u>

*This is a modest increase from our current year's contract, which was provided to the District with zero cost increases for the extension year. Approximate cost include estimates for regular routes, SPED routes, charters, administrative costs, and COVID-related projected expenditures.

**Funding for student transportation is provided by a grant from the State of Alaska Department of Education and Early Development based on enrollment. The district has historically received more grant revenue than expenditures, and has the resources to support this contract.

EXHIBITS ATTACHED

- First Student RFP Successful Proposer Letter

RECOMMENDED ACTION:

"I move that the Board of Education approve the offer of a 5-year contract to First Student beginning the 2021-2022 school year."

Ketchikan Gateway Borough School District

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Ph. (907) 247-2109 Fax: (907) 247-3820

Elizabeth Lougee, Superintendent • Katie Jo Parrott, Business Manager

Catherine Alilin, Human Resources • Terri Crofcheck, Special Services • Alonso Escalante, Curriculum



February 5, 2021

Gregory Newman
First Student
201 NE Park Plaza Drive, Suite 246
Vancouver, WA 98684

Dear Mr. Newman:

This letter serves as formal notice of intent to award a contract to provide pupil transportation services to Ketchikan Gateway Borough School District. Based on the six-person review committee's determination, First Student was determined to have submitted a responsive and successful proposal.

All non-successful responsive proposers will have ten (10) days to submit a request for reconsideration. If an appeal is submitted within ten (10) days of this notice, a determination in response to the appeal will be issued within three (3) business days of receipt of the appeal. Should an appeal be received after ten (10) days from this notice, such appeals will not be considered.

Because there were no other proposers, thus an appeal or request for reconsideration is unlikely or unfounded, the District intends to move forward with contract negotiations with First Student. We will review and provide a response to the proposed contract language changes included in your proposal within the next seven (7) business days from the date of issuance of this notice.

Thank you for interest in partnering with Ketchikan Gateway Borough School District. We look forward to working with you and continuing our work in providing the best student transportation services in the State of Alaska.

Best,

A handwritten signature in blue ink, appearing to read "Katie Parrott", is written over the typed name.

Katie Jo Parrott, MPA, SHRM-SCP – Business Manager