

Grâce à mes racines,
mon avenir se dessine!

Conseil scolaire
Centre-Est

Le Conseil scolaire Centre-Est invites written expressions of interest for the transportation of students to begin Tuesday, September 1, 2020.

For your consideration is one route for École du Sommet in St. Paul, AB.

Documents must be received, on or before 12:01 p.m. (noon),
Wednesday, August 12, 2020.

Either delivered to:
Conseil scolaire Centre-Est
4617, 50 Avenue
St. Paul AB T0A 3A3

Attention: Isabelle Poulin, Treasurer and Director of Operations
Marked: Confidential – Student Transportation
or via: email at ipoulin@centrest.ca

Please do not hesitate to call if you have any questions or if you require additional information.

Sincerely,

Isabelle Poulin
Treasurer and Director of Operations

WWW.centrest.ca

SUBMISSION REQUIREMENTS

SUBMISSION REQUIREMENTS AND FORMAT

To assist in evaluating the Submissions submitted, all Proponents will submit the following information and use the following format and weighting for its submission;

- 1. SAFETY PROGRAM (25%)**
 1. Describe your firm's safety policy.
 2. Provide a copy of your Company's Carrier Profile.
 3. Provide your firm's WCB current rating.
- 2. RELATED EXPERIENCE (20%)**
 1. Describe your firm's experience in providing the Services for schools in Alberta.
 2. Describe the total dollar volume for the school year of the Services provided by your firm and number and nature of facilities for which your firm provided such Services for each of the preceding three (3) years in the work described above.
 3. If you are a new Proponent, provide three (3) references of similar size and scope of Work described.
- 3. SERVICE EQUIPMENT (20%)**
 1. Provide a listing of buses including year, make, model, mileage, and rated capacities that are intended for use in the Services of this contract. (including whether they are wheelchair accessible and the capacity for wheelchairs).
 2. Provide a current vehicle inspection certificate for each bus.
 3. Describe your process to address questions and complaints.
 4. Provide a detailed written maintenance program.
- 4. COMPANY AND MANAGEMENT APPROACH (10%)**
 1. Describes how your firm differentiates itself from competitors who provide the same Services.
 2. Describe your company structure and ownership.
- 5. PROJECT ORGANIZATION AND STAFFING (10%)**
 1. Describe in detail your planned organization structure for this contract.
 2. Provide the Manager's name, qualifications and experience.
 3. Describe duties of the Manager for this contract and percentage of time allocated to this contract.
 4. Number of additional staff required, duties, qualifications and time allocated to this contract.
- 6. TRAINING PROGRAM (10%)**
 1. Describe your firm's policies regarding employee training if services of your personnel are required.
- 7. VALUE ADDED (5%)**
 1. Describe any additional offerings that may be of benefit.

1. SELECTION METHODS

1. SCREENING

Upon receipt of the Proponent Submissions, an evaluation team will screen each Submission to ensure the Proponent's compliance with the requirements. The acceptability of any deviation will be determined by the evaluation team. After the Submission has passed the initial screening, the evaluation team will evaluate and score the packages.

2. RATING

The evaluation team will utilize the following evaluation criteria to rate various requirements of a Submission for evaluation purposes. Subject to the requirements of FOIP, such rating shall be confidential, and no totals of scores of such rating or individual ratings shall be released to any party.

3. EVALUATION CRITERIA

The evaluation criteria will be distributed within the following categories. Following completion of the evaluation, a recommendation by the evaluation team will be made regarding the awarding of the route and contract. Weighting percentages are as follows:

- 1. SAFETY PROGRAM – (25%)**
- 2. RELATED EXPERIENCE - (20%)**
- 3. SERVICE EQUIPMENT – (20%)**
- 4. COMPANY MANAGEMENT AND APPROACH – (10%)**
- 5. PROJECT ORGANIZATION AND STAFFING – (10%)**
- 6. TRAINING PROGRAM – (10%)**
- 7. VALUE ADDED – (5%)**