



## Vendor Services Department

Procurement

1701 Mountain Industrial Boulevard  
Stone Mountain, Georgia 30083

### ADDENDUM 3

## REQUEST FOR PROPOSAL (RFP) 25-608 K-12 Routing and Planning with GPS Integration System

### Schedule of Events (EST)

EVENT	DATE(S)	TIME	LOCATION
Solicitation Posts	04/03/2025		<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Optional Pre-Proposal Conference	04/15/2025	2:00 PM	Via Microsoft Teams ( <b>registration required</b> )
Deadline to Submit Questions (Q&A)	04/18/2025	12:00 PM	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Q&A Deadline Responses	05/02/2025	4:30 PM	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Submission Deadline	05/08/2025	2:00 PM	<a href="https://dekalbschoolsga.ionwave.net">https://dekalbschoolsga.ionwave.net</a>
Virtual Public Acknowledgement	05/08/2025	3:00 PM	Via Microsoft Teams ( <b>Registration required</b> )

**SUBMISSIONS MUST BE RECEIVED ELECTRONICALLY VIA <https://dekalbschoolsga.ionwave.net>**

**DeKalb County School District Solicitation Contact Person:**

*Fred Christopher, Procurement Manager III-Non-Capital*

(678) 676- 0217 and/or email at [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org)



1701 MOUNTAIN INDUSTRIAL BLVD, STONE MOUNTAIN, GEORGIA 30083

<https://dekalbschoolsga.ionwave.net>

# REQUEST FOR PROPOSAL

## RFP 25-608

### K-12 Routing and Planning with GPS Integration System

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DeKalb County School District (“DCSD”) extends this offer to submit a proposal for the possible purchase or lease of goods and/or services conforming to the following designated specifications, terms, and conditions. This solicitation will require DCSD Board of Education approval.

**Format and Submission of Proposals**

Submittal responses to this solicitation will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net>.

The format requirements for RFP responses are designed to ensure uniformity in the responses, provide the information necessary to understand each offeror’s proposal, and facilitate an efficient and comprehensive evaluation of all responses. Proposals must comply with the specifications and detailed instructions stated in this RFP document, be signed by the certifying company official, and be presented to the DCSD Purchasing Department according to the detailed instructions stated in this document.

- RFP responses must be submitted electronically via <https://dekalbschoolsga.ionwave.net>.
- Proposals must be presented in a PDF format. All attachments must be identified properly for easy recognition and association.
- Each page of the response must be numbered.
- Each proposal must contain a detailed Table of Contents and must be organized in the same order as the requirements are outlined in this RFP document. Each separate bullet point must be addressed individually. A response that does not adhere to a “point-by-point” format may be disqualified.
- Responses shall be organized simply and economically. Emphasis must be placed on completeness and clarity. Proposals that do not include all the required information may be disqualified.

**All potential respondents must register as a vendor at <https://dekalbschoolsga.ionwave.net>.**

Time is of the essence. Specify your earliest \_\_\_\_\_ and latest \_\_\_\_\_ service commencement dates after receipt of award letter.

**Approval by the DeKalb County Board of Education**

Official approval by the DeKalb County Board of Education is required for this procurement. No contract shall be construed to be formed without the advance official approval of the DeKalb County Board of Education. **The successful offeror will be notified after DeKalb County Board of Education approval.**

**Funding Provisions**

No award or contract will be made if funding is not approved by the DeKalb County Board of Education.

**Compliance with Requirements**

Offeror must indicate below whether or not their proposal is in complete compliance with the stated requirements. If there are any deviations from these requirements, offeror must indicate in writing what the exact deviations are and what actual services will be provided. Attach and label additional sheets if necessary.

\_\_\_ Proposal is in complete compliance with proposal requirements.

\_\_\_ Proposal deviates from stated requirements as follows:

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**Cancellation**

Awards, contracts, and extensions may be canceled for convenience by the DeKalb County School District (DCSD) at any time. In the event of termination of contract by DCSD, the DCSD will be responsible only for those services that have been delivered and accepted according to the RFP requirements. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the Offeror.

**Fiscal Year Funding Implications**

The fiscal year for DCSD begins July 1 and ends June 30. This solicitation and any resulting contract(s) may contain renewal and extension options.

This solicitation, any resulting contract(s), and any renewal and extension options shall terminate absolutely without further obligation on the part of DCSD at the end of the fiscal year in which this solicitation was issued and at each June 30 renewal anniversary date thereafter unless the successful offeror is notified otherwise and agrees in writing to the exercise of renewal and extension options.

**Payment to Successful Vendor(s)**

Payment for goods and services will be made by electronic funds transfer (EFT). Vendor(s) doing business with DCSD are required to provide EFT payment information when registering as a DCSD vendor at:

<https://www.dekalbschoolsga.org/purchasing/>.

**Rights Reserved**

DCSD reserves the right to accept or reject any and/or all parts of responsive proposals received and/or to reject all proposals submitted. DCSD reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous to DCSD. DCSD reserves the right to waive any technicalities or minor irregularities in responses received and to award the contract in the most beneficial manner for DCSD. The decision of DCSD shall be final.

DCSD reserves the right to request and negotiate a "best and final" response from offerors.

**Taxes**

Purchases made by DCSD are not subject to federal, state, or local sales tax. A Sales Tax Exemption Certificate will be furnished upon request.

**F.O.B. Delivery**

All prices are to be F.O.B. delivery to various DCSD locations.

**Estimated Quantities**

The quantities shown in this RFP document are estimates, which are provided for your information. However, actual quantities purchased by DCSD may vary.

**Exclusions of Trade Usages**

This RFP contains all of the terms, conditions and obligations to which the parties agree, and shall not be modified, controlled, explained, supplemented or affected in any way by any usage of trade not expressly included in this agreement.

**Conditional Proposals**

Proposals that are conditional and/or in any way qualify or vary the terms of these instructions, conditions, and specifications shall be considered non-responsive and disqualified.

**Offeror Failure**

In the event services to be furnished by the successful offeror should for any reason fail to conform to the scope of work contained herein, DCSD reserves the right to reject the services and further reserves the right to terminate the contract.

Failure of the successful offeror to perform contracted services may also result in the removal of that offeror from doing business with DCSD for a period of not less than one year.

**Georgia Open Records Act**

All proposals submitted in response to DCSD solicitations may be subject to the Georgia Open Records Act, which permits any member of the public to inspect and/or copy documents prepared and maintained or received in the course of the operation of the public office or agency.

**No Assignment of Award**

The successful offeror may not assign the award or contract to or subcontract with another party without the express written permission of DCSD.

**The Laws of the State of Georgia**

This RFP and subsequent agreement are subject to the laws of the State of Georgia.

**2 CFR 200.322(a)****§ 200.322 Domestic preferences for procurements.**

- (a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, or other manufactured products).

**Additional Terms**

In the event an award is made to an offeror, the resulting contract shall not depart from this document unless agreed to in writing by DCSD and the successful offeror. DCSD shall not be bound by additional terms and conditions and/or extraneous language added to this document by offerors.

**ALL SOLICITATIONS ISSUED BY DCSD ARE ADVERTISED IN THE LEGAL SECTION OF THE CHAMPION NEWSPAPER, (404) 373-7779, POSTED ON THE DCSD IONWAVE WEBSITE, AND POSTED IN THE TEAM GEORGIA MARKETPLACE'S GEORGIA PROCUREMENT REGISTRY. Offerors are solely responsible to review and make themselves aware of DCSD solicitations posted on the following website:**

<https://dekalbschoolsga.ionwave.net/Login.aspx>

## PART I BACKGROUND AND INFORMATION

### **A. Objectives**

DeKalb County School District (hereinafter, "DCSD") is requesting qualified vendors to submit proposals to provide K-12 Routing and Planning with GPS Integration System.

Awarded offeror(s) shall provide services in accordance with the specifications, requirements and terms and conditions stated herein. Services shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, lodging, all other cost and charges, and all things and services necessary to provide services, in accordance with the requirements of this RFP. There shall be no add-on charges of any kind. DCSD reserves the right to make multiple awards.

### **B. General Information**

DCSD is a metropolitan Atlanta public school system organized and existing under the Constitution and laws of the State of Georgia. DCSD is located in the fourth largest county in Georgia. DeKalb County is one of the most culturally diverse counties in the nation. DCSD has a student enrollment of over 92,000 students in pre-kindergarten through grade 12. With more than 138 schools and centers, DCSD educates the third largest pre-kindergarten through grade 12 student population in the State of Georgia. DCSD is the second largest employer in DeKalb County with approximately 14,000 employees.

DCSD is dedicated to giving every student the best possible education through an intensive core curriculum and specialized, challenging instructional and career programs. DCSD is striving to become the premier K-12 school system of choice and desires to significantly improve leadership, teaching, and student learning to fulfill its mission as an organization for public education.

DCSD includes approximately:

- 77 Elementary Schools
- 19 Middle Schools
- 22 High Schools
- 8 Start-up Charter Schools
- 12 Specialized Learning Centers
- 6 Administrative Centers, and
- 5 Athletic Stadiums

DCSD's wide-area network connects instruction and administration sites to deliver technology and learning tools to every child. The main administrative offices are located at 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083. DCSD is governed by a seven-member Board of Education.

### **C. Procurement Process**

The procurement will be on a formally advertised basis. Proposals must be responsive to all aspects of this RFP.

### **D. Addenda**

It is the responsibility of offerors to frequently check for any addenda, questions, and answers posted on the Purchasing Bulletin Board on the DCSD website. Failure on the part of offerors to make themselves aware of and comply with addenda requirements will not relieve them of this obligation.

All posted addenda must be printed, signed by the offeror, and included in the offeror's RFP submission.

Click on the following link to the Purchasing Bulletin Board: <https://dekalbschoolsga.ionwave.net>

**E. Proposal Contact Person**

The assigned contact person for offerors is Fred Christopher, Procurement Manager III-Non-Capital who can be reached at (678) 676-0217 or by email to [solicitationquestions@dekabschoolsga.org](mailto:solicitationquestions@dekabschoolsga.org).

**F. Prohibited Contact(s)**

Except with the consent of the proposal contact person, all offerors, including any persons affiliated with or in any way related to the offeror, are strictly prohibited from contacting DeKalb County Board of Education members and DCSD employees or consultants on any matter having to do in any aspect with this RFP between the time a request for proposal is formally released and a recommendation is made by the administration to the Board, other than as provided herein. **Communication with anyone other than the proposal contact person regarding any portion of this RFP can result in the violating firm being disqualified.** Furthermore, no employee, officer, or agent of the DeKalb County Board of Education or DCSD may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest.

**Board Member Communication with Prospective Vendors**

Vendors shall not contact Board members individually for the purpose of soliciting a purchase or contract between the time a request for proposal is formally released and a recommendation is made by the administration to the Board. If a vendor violates this prohibition during this timeframe, consideration for the vendor for award shall be invalidated. Board members shall be notified of possible violations and actions taken.

**G. Optional Virtual Pre-Proposal Conference**

An **optional virtual pre-proposal conference** will be held via Microsoft Teams at **2:00 PM EST on Tuesday, April 15, 2025.**

Prospective offerors must provide the following information by **5:00 PM EST, on Monday, April 14, 2025:**

Name and Title  
Company Name  
Telephone Number  
Email Address

This information must be sent to [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org). Please enter "**Optional Virtual Pre-Proposal Conference – RFP 25-608 K-12 Routing and Planning with GPS Integration System**" in the subject line of your email. An invitation will be sent via Microsoft Teams to those providing the above information no later than **Tuesday, April 15, 2025, by 11:00 AM EST.**

**H. Proposal Submission Deadline**

**All potential offerors must register as a vendor at <https://dekalbschoolsga.ionwave.net>.**

Proposals in response to this RFP must be received electronically via IonWave no later than **2:00 PM on Thursday, ~~May-01~~ May 08, 2025.** Proposals received after the stated deadline will not be considered.

**I. Virtual Public Acknowledgement**

The public acknowledgment will be held virtually through **Microsoft Teams on Thursday, ~~May-01~~ May 08, 2025, at 3:00 PM EST.** For those who would like to attend the acknowledgement, please register no later than **Wednesday, ~~April—30~~ May 07, 2025, by 5:00 PM EST,** by sending an email to [solicitationquestions@dekalbschoolsga.org](mailto:solicitationquestions@dekalbschoolsga.org).

Please enter "**Public Acknowledgement - RFP 25-608 K-12 Routing and Planning with GPS Integration System**" in the subject line of your email.

An invitation will be sent via Microsoft Teams to those participants no later than **Thursday, ~~May-01~~ May 08, 2024, by 2:30 PM EST.**

***J. Questions and Answers***

It is intended that this RFP be adequate for any offeror to respond to DCSD's requirements. However, should offerors have questions, all questions shall be submitted electronically to: <https://dekalbschoolsga.ionwave.net>. Questions submitted to any other mailbox, voice mail or e-mail address will not be considered for response. The deadline to submit questions is **Friday, April 18, 2025, at 12:00 PM EST**. Questions received after the deadline will not be considered.

All questions received by the deadline shall be answered in writing and both the questions and answers will be posted to the website <https://dekalbschoolsga.ionwave.net> no later than **Friday, ~~April 25~~ May 2, 2025, at 4:30 PM EST**. Responses to questions will not be posted on official DCSD holidays.

## PART II GENERAL REQUIREMENTS

### **A. Offeror Performance**

The successful offeror is required to perform and fulfill all the undertakings, covenants, terms, conditions, and agreements of this RFP document and any negotiated contract(s). Specifications contained herein and in the successful response will become contractual obligations if an award ensues. Failure of the offeror to fully perform these obligations may result in the cancellation of the award and contract.

DCSD will look to the offeror and his/her identified personnel to coordinate and deliver the services described in this RFP. The services shall not be delegated to sub-offerors or assigned to any third party.

### **B. News Release**

Any news release or publicity pertaining to any phase of this project must be cleared through the DCSD Executive Director of Communications.

### **C. Non-Discrimination**

DCSD does not discriminate based on race, color, religion, sex, national origin, age, or disability in any of its employment practices, education programs, services or activities.

DCSD supports an open, fair, and impartial free-market system which maximizes competition and seeks to include all responsible businesses and to provide ample opportunities for business growth and development. Minority businesses are encouraged and given the opportunity to bid on various projects; however, all responses will be evaluated on the same criteria. It is not the intention or desire of DCSD to restrict or impede competition, nor to increase the cost of the work.

### **D. Drug-Free Workplace**

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or drugs during the performance of the contract.

### **E. Smoke-Free Workplace**

By submission of a response to this RFP, the offeror certifies that he/she and his/her employees shall not use tobacco products on DCSD property at any time during the performance of this contract.

### **F. Background Checks**

A criminal background check must be performed on all contractors, consultants, subcontractors, volunteers and vendors (hereinafter jointly referred to as "Individuals") who provide services on DCSD premises, supervise services on DCSD premises, or has contact with students. These Individuals shall undergo the same criminal background check, within the last 365 days, as required by DCSD employees. Such background checks will be performed by DCSD at the expense of the Individual at a cost of \$45.00 per individual.

Additionally, any charges against the Individual, may be deemed unacceptable in DCSD's sole discretion regardless of whether dismissed, expunged, sealed, removed from the record, treated as a "first offender" or dead docketed. Upon receipt and evaluation of DCSD's background check results, DCSD may demand that the Individual have no contact with DCSD students or parents or provide services to DCSD premises.

Any failure of the contractor to obtain a criminal records background check through DCSD, as stated herein, may result in termination of any resulting contract between contractor and DCSD.

### G. **Costs Incurred**

DCSD is not liable for any costs incurred by an offeror in preparing and/or submitting a response to this RFP or for any interview if requested. Any and all costs incurred by the offeror in preparing and/or submitting a response to this RFP and interviewing with DCSD (if requested) shall be the sole responsibility of the offeror and shall not be reimbursed by DCSD.

There is no guarantee of any offeror receiving an award as a result of submitting a response to this RFP.

### H. **Insurance**

**Certificate of Insurance and/or ACORD Form is required with solicitation submittal and required upon award. Upload this documentation under the Response Attachment tab via IonWave titled "Certificate of Insurance".**

The DCSD Director of Risk Management sets insurance and indemnification requirements for each Solicitation.

Certificate of Insurance / Accord Form is required with solicitation submittal upon award. **Provision of Certificate of Insurance is a mandatory requirement.** Proposals submitted with certificates of insurance will be considered conditionally responsive to the insurance and indemnification requirement. Final award of this RFP will be contingent upon receipt within six (6) business days of request for insurance documentation complete with the following requirements and fully acceptable to the DCSD Risk Manager. No work will commence / no purchases will be made without the written statement of approval of insurance coverage from the DCSD Risk Manager. In the event the awarded offeror cannot produce insurance coverage acceptable to the Risk Manager within the time provided, DCSD reserves the right to award this solicitation to the first runner-up.

(1) The successful Offeror shall procure and maintain throughout the term of this agreement a policy or policies of insurance providing coverage as set forth below that shall protect the offeror and the Indemnitees (as defined in Part II, Section I of this RFP) from any claims for bodily injury, property damage, or personal injury which may arise out of offeror's operations under this agreement. The foregoing policies shall be obtained from insurance companies approved to do business in the State of Georgia and companies acceptable to DCSD. Offeror shall procure the insurance policy(ies) at the offeror's own expense and shall furnish to DCSD a certificate of insurance containing the following:

- (a) Name and address of authorized agent;
- (b) Name and address of insured;
- (c) Name of insurance company;
- (d) Description of coverage in standard terminology;
- (e) Policy period;
- (f) Policy Number;
- (g) Limits of liability;
- (h) Name and address of certificate holder;
- (i) Acknowledgment to the DCSD of notice of expiration or cancellation;
- (j) Signature of authorized agent;
- (k) Telephone number of authorized agent; and
- (l) Details of policy exclusions applicable to this agreement in comments section of insurance certificate.

All certificates evidencing primary and excess layers shall be renewed and kept current and up to date on an annual basis.

(2) Offeror is required to maintain the following insurance coverage during the term of this agreement:

(a) Workers Compensation Insurance in the amounts of the statutory limits established by The General Assembly of the State of Georgia. Offeror shall have the ability to self-insure its required workers' compensation coverage if offeror is an approved self-insurer in the State of Georgia.

(b) Commercial General Liability Policy, or equivalent coverage, to include products and completed operations liability and contractual liability. The Commercial General Liability Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and any excess or Commercial Umbrella Policy described below.

(c) Automobile Liability Policy to include but not be limited to liability coverage on any owned, non-owned and hired vehicle used by offeror or offeror's personnel in the performance of this agreement. The Comprehensive Automobile Policy shall have dollar limits sufficient to insure that there is no gap in coverage between this policy and the excess or Commercial Umbrella Policy required under this agreement.

(d) Commercial Umbrella or Excess Liability Policy, which must provide the same or broader coverage than those provided for in the above Comprehensive General Liability and Business Auto Policies. Policy limits for the Commercial Umbrella or Excess Liability Policy shall have an annual occurrence and annual aggregate limit not less than \$2,000,000 per claim.

(e) Professional Liability or Errors & Omissions coverage with limits not less than \$2,000,000 per claim/\$2,000,000 aggregate. The deductible shall not exceed \$10,000 per claim.

(f) Under all coverage and certificates required hereunder, policies shall or be endorsed to include the following terms and conditions:

(i) All policies and coverage shall be on an "occurrence" not "claims made" basis (excepting (e) above)

(ii) The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed, allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to DCSD.

(iii) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.

(iv) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.

(v) Certificates of Insurance showing such coverage to be in force shall be filed with DCSD prior to commencement or continuation of any work under this agreement.

(vi) All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

(g) Under coverage and certificates required under Sections 2(a), 2(b), (c), and (d) above, policies shall be endorsed to include the following terms and conditions:

(i) Minimum limits of \$1,000,000 per occurrence \$2,000,000 in the annual aggregate.

Primary limits of coverage in the amount of \$1,000,000 per occurrence must be with insurers approved to conduct business in the State of Georgia. Excess or umbrella liability insurance may be placed with any insurer submitted by offeror, including captive or self-insured programs, with the prior written approval of DCSD.

- (ii) Contractual liability coverage, specifically referencing this agreement and its Indemnity applies to liability assumed by the named insured.
- (iii) Shall include Indemnitees as additional insured except on coverages (2) (a) and (2)(e).
- (iv) Shall waive all right of subrogation against Indemnitees (as defined in Part II, Section I of this RFP) for losses arising out of this agreement.
- (v) A severability of interest or cross liability clause or endorsement applies to commercial general liability and excess liability policies.
- (vi) Shall be primary and not excess to any other coverage provided by or available to the Indemnitees (as defined in Part II, Section H of this RFP).
- (h) Offeror shall require any and all subofferors performing work under this agreement to carry insurance of the types and with limits of liability as offeror shall deem appropriate and adequate for the work being performed. However, the obligations of the offeror to the Indemnitees assumed in Sections of Indemnification, and Insurance shall not be reduced or diminished by the standards set for the subofferors. Further, offeror agrees that their obligations to indemnify and insure the Indemnitees shall pertain to all losses arising out of the subofferor's acts or negligence in the same manner and to the same extent as if committed by the offeror. Offeror shall obtain and make available for inspection by DCSD, current certificates of insurance evidencing insurance coverage by such subofferors.

#### **I. Indemnification**

- 1) The successful offeror shall indemnify, defend, and hold harmless the DeKalb County School Board, the DeKalb County School District, DCSD, and their officials, officers, employees, agents, volunteers, and assigns (all of whom may collectively be referred to as "Indemnitees" throughout this RFP), from any and all claims, demands, suits, actions, legal or administrative proceedings, losses, liabilities, costs, interest, and damages of every kind and description, including any attorneys' fees and/or litigation and investigative expenses, for bodily injury, personal injury, (including but not limited to offeror's employees), or loss or destruction of property (including loss of use, damage or destruction of DCSD owned property) to the extent that any such claim or suit was caused by, arose out of, or contributed to, in whole or in part, by reason of any act, omission, professional error, fault, mistake, or negligence whether active, passive or imputed, of the offeror its employees, agents, representatives, or their employees, agents, or representatives in connection with or incidental to offeror's performance of the agreed-upon services regardless of whether such liability, claim, damage, loss, cost or expense is caused in part by an Indemnitee.
- 2) The successful offeror shall also indemnify, defend, and hold harmless the Indemnitees from any and all costs, expenses, claims, demands, rights, liabilities and causes of action inuring to offeror from events over which the Indemnitees exercise no control, such as Acts of God, strikes or government restrictions.

Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

**J. Illegal Immigration Reform and Enforcement Act of**

**Upload this documentation under the Response Attachment tab via IonWave titled "IMMIGRATION SECURITY DOCUMENTATION".**

The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DeKalb County School District solicitations for physical performance of services (i.e., public works contracts). **The Illegal Immigration Reform and Enforcement Act of 2011 does not apply to solicitations for items, commodities and products.**

**Offerors must complete and/or have their subcontractors complete the following forms:**

- 1) Immigration and Security Certification
- 2) Offeror E-Verify Affidavit
- 3) Contractor Affidavit (Contractor Only)
- 4) Subcontractor Affidavit (Subcontractor Only); and
- 5) Sub-Subcontractor Affidavit (Sub-Subcontractor Only)

The Immigration and Security Certification, the Offeror E-Verify Affidavit, the Contractor Affidavit, Subcontractor Affidavit and the Sub-Subcontractor Affidavit must be completed, notarized and submitted with your bid response.

I acknowledge the Illegal Immigration Reform and Enforcement Act of 2011 requirements for service providers and confirm by my signature below that the Immigration and Security Certification, the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit are each completed, notarized and made a part of this solicitation response package. I also acknowledge that all items or services furnished to DCSD must comply with applicable federal and state immigration laws, and regulation.

\_\_\_\_\_ Please check here if the Illegal Immigration and Reform Act of 2011 **does not** apply to your solicitation, because it is one for items, commodities, or products. If this does not apply to any portion of the solicitation, then the Offeror is not required to complete the Contractor Affidavit, the Subcontractor Affidavit and the Sub-Subcontractor Affidavit (reference Attachment page).

**K. Interviews**

DCSD reserves the right to require offerors to participate in one or more interviews with DCSD board members and/or staff. Offerors must be prepared to discuss the salient points of their proposal within two (2) normal working days of being asked to participate in interviews. There are to be no presentations, individually or collectively, without such invitation.

**L. Contract Terms**

In the event DCSD determines that outsourcing these services are in its best interest, with the approval of the DeKalb County Board of Education, the successful offeror will be notified in writing. A contract confirming firm fixed price and other terms shall be signed by the parties. **Services will begin on or about August 2025.** ~~The initial contract duration shall be for one year from the final execution date of both parties. The initial contract duration shall be for one year from the final execution date of both parties with no additional renewal periods.~~ **The initial contract duration shall be through June 30, 2026.** The contract may contain **four (4) years extension options** contingent upon DCSD's offer of such extension, the successful offeror's acceptance and the approval of the DeKalb County Board of Education to extend the contract. The contract is subject to the approval of the DeKalb County Board of Education and to fiscal year funding limitations. The contract price must be held firm for the entire term of the contract.

DCSD reserves the right to terminate any resulting contract for convenience. In the event of contract termination by DCSD, the DCSD will be responsible only for those services and deliverables that have been received and accepted. Any cancellation for convenience by DCSD shall be effective three (3) business days after receipt of the Notice of Cancellation for convenience from DCSD by the offeror. Non-performance of contract terms

shall give sufficient cause for DCSD to cancel the contract. Non-performance shall be construed to include, but is not limited to, failure of the offeror to deliver equipment or perform services in the time specified or in the manner required.

A contract is attached which includes all of the terms and conditions that the offeror must affirm and comply. ***Refer to Attachment H, Sample Service Agreement.*** Please review DCSD's attached contract terms and conditions prior to submitting a response to this RFP. Offerors should plan on the contract terms and conditions attached to this RFP being included in any award as a result of this RFP. Therefore, all costs associated with complying with these requirements should be included in any pricing quoted by the offeror.

#### ***M. Permits and Applicable Laws***

By submitting a proposal, offeror acknowledges its acceptance of the RFP specifications and the contract terms and conditions without change except as otherwise expressly stated in the submitted proposal.

If an offeror takes exception to a contract term or provision, the offeror must state the reason for the exception and state the specific contract language it proposes to include in place of the provision. Any exceptions to the contract must be submitted as an attachment to the offeror's response. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in the RFP.

Offerors shall at their own expense obtain all necessary permits, certifications, and licenses and shall comply with all applicable local, state, and federal laws, ordinances, rules, and regulations necessary to the full execution of the requirements stated herein. Offerors shall maintain all such permits, licenses, certifications, and compliances in a current status throughout the course of the contract. Offerors shall submit copies of permits, licenses, and certifications evidencing proof of the aforementioned immediately upon request of DCSD. Offerors shall be in compliance with registration with the Georgia Secretary of State's office as applicable.

#### ***N. Infringement***

Offeror shall fully indemnify Indemnitees against any claims of infringement of any patent, copyright, trade secret, trademark, or other intellectual property rights related to the offeror's response to this RFP or services performed upon contract award. Offeror's obligation to indemnify any Indemnitee shall survive the completion, expiration, or termination of offeror's agreed-upon services for any reason.

#### ***O. Ownership Rights***

DCSD shall retain ownership rights to the contents of all documents, supporting literature, and data submitted by offerors to this RFP.

#### ***P. Non-Collusion***

**Upload this documentation under the Response Attachment tab via IonWave titled "NON-COLLUSION"**  
Offerors shall fully certify that they, as individuals or as officials of a business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this RFP. Further, offerors guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

#### ***Q. Conflict of Interest***

**Upload this documentation under the Response Attachment tab via IonWave titled "Conflict of Interest".**  
Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member.

Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror's company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the

award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default.

The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

#### **R. Financial Stability**

**Upload this documentation under the Response Attachment tab via IonWave titled “FINANCIAL STATEMENTS”.**

1. Offerors shall provide a copy of their company’s audited financial statements for the previous two (2) years – 2022 and 2023. A certified audit is preferred however, an offeror’s 2022 and 2023 tax returns and balance sheets will be accepted.
2. Indicate here if your company is publicly traded or not publicly traded:  
My company is publicly traded. \_\_\_\_\_/  
My company is not publicly traded. \_\_\_\_\_/
3. If your company is a publicly traded company, provide a copy of your company’s annual report for the previous two (2) years – 2022 and 2023.
4. List all civil and criminal proceedings your company has been the subject of, or named a party in, and provide the outcome of those proceedings. This list should include any lawsuits, administrative actions, or litigation to which your company is currently a party or has been a party. Please explain the basis for all claims, your response to those claims and state whether a settlement was reached, or a judgment entered.
5. State whether your company, or any affiliate currently or previously associated with your company, has ever filed a petition in bankruptcy, taken any actions with respect to insolvency, reorganization, receivership, moratoriums or assignment for the benefit of creditors, or otherwise sought relief from creditors.
6. State whether your company was the subject of any order, judgment or decree not subsequently reversed, suspended or vacated by any court permanently enjoining your company from engaging in any type of business practice.

#### **S. No Obligation/No Award Guaranteed/Cost to Propose**

This RFP does not commit DCSD to contract with any offeror to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP. The contract, if any, will be awarded to the offeror whose proposal offers the best value to DCSD in meeting the required scope of work described herein, if the appropriate funds are available and the contract is approved by the DeKalb County Board of Education. No obligation or commitment is incurred by the DeKalb County Board of Education from the receipt of any proposal, marketing materials, or presentations. There is no guarantee that any offeror will receive an award as a result of submitting a proposal. Any/all costs incurred by the offeror in preparation and submission of this proposal are the sole responsibility of the offeror. Expenses incurred by the offeror will not be reimbursed by DCSD or become a reason for contracting with the offeror.

#### **T. Confidentiality and Non-Disclosure**

Information made available to offerors by DCSD shall be used only for purposes related to responding to this RFP and shall not be used for any other purpose without the express written permission of DCSD.

Offerors to this RFP unequivocally agree to assume responsibility for protecting and safeguarding the confidentiality of DCSD records that are not public information. Such information may include but is not limited to student and human resource file contents.

### **U. Business License**

**Upload this documentation under the Response Attachment tab via IonWave titled "BUSINESS LICENSE".**

Offerors shall submit with their proposal, a copy of their valid company business license. If the offeror is a Georgia corporation, offeror shall submit a valid county or city business license.

If the offeror is not a Georgia corporation, offeror shall submit a certificate of authority to transact business in the state of Georgia and a copy of their valid business license issued by their home jurisdiction. If offeror holds a professional certification which is licensed by the state of Georgia, offeror shall submit a copy of their valid professional license. Any license submitted in response to this requirement shall be maintained by the offeror for the duration of the contract.

### **V. Protest Process**

This section describes the mandatory administrative procedure whereby Offerors submitting sealed competitive bids/proposals (hereinafter referred to as "bidders") to DCSD for proposals worth \$100,000 or more may challenge the solicitation process, and whereby bidders/Offerors on sealed competitive bids directly related to Vendor Services for proposals worth \$100,000 or more, may challenge contract awards.

1. **Protests.** A bidder may file a written protest challenging DCSD's compliance with applicable procurement procedures subject to the bidder's compliance with the provisions outlined below. Any such written protest will be resolved in accordance with these provisions:
  - a) appropriate identification of the solicitation;
  - b) a statement of reasons for the protest;
  - c) supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the Offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and the desired remedy.
2. **Types of Challenges.** Any bidder interested in and capable of responding to a competitive solicitation may file a protest with respect to the competitive solicitation process including, but not limited to, a challenge to specifications or any events or facts arising during the solicitation process. Any bidder submitting a timely bid/proposal in response to a competitive solicitation may file a protest with respect to DCSD's intended or actual contract award including, but not limited to, events or facts arising during the evaluation and/or negotiation process.
3. **Form of Protest.** At a minimum, the written protest must include the following:
  - a) the name and address of the protestor;
  - b) appropriate identification of the solicitation;
  - c) a statement of reasons for the protest;
  - d) supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time (in which case the Offeror must proceed to file the protest during the filing period identified below but state the expected availability of the material); and the desired remedy.

**DCSD, at its discretion, may deem issues not raised in the initial protest as waived with prejudice by the protesting Offeror.**

4. **Filing Protests.** A protest is considered to be properly filed when it is in writing, signed by a company officer authorized to sign contracts on behalf of the Offeror, and is received by the Vendor Services. The protest may be sent by any of the following means:

**MAIL: Attention: Carla Smith, Executive Director**  
DeKalb County School District  
Vendor Services  
1701 Mountain Industrial Boulevard  
Stone Mountain, Georgia 30083

**Email: [solicitationquestions@dekalbschoolsqa.org](mailto:solicitationquestions@dekalbschoolsqa.org)**

**The Offeror must observe the following deadlines when filing a protest:**

Type of Protest	Protest Filing Deadline
Challenge to Competitive Solicitation Process	Two (2) business days prior to the closing date and time of the solicitation as identified on the Invitation to Bid.
Challenge to an Intended or Actual Contract Award	In the event DCSD posts a Notice of Intent to Award ("NOIA"), the protest must be filed within ten (10) calendar days of the date the NOIA is posted.
	In the event DCSD does not post a NOIA, the protest must be filed within ten (10) calendar days of the date the Notice of Award ("NOA") is posted.

**If a bidder fails to file a protest by the applicable deadline, such failure shall be deemed as a waiver with prejudice of any grounds the bidder may have for protest.**

**5. Stay of procurement during protest review.**

When a protest challenging the competitive solicitation process has been timely filed at least two (2) business days prior to the closing date and time, the solicitation shall not close until a final decision resolving the protest has been issued, unless the facilities management department makes a written determination that the closing of the solicitation without delay is necessary to protect the interests of DCSD.

When a protest challenging an intended contract award has been timely filed, DCSD shall not proceed to actual contract award unless the **Vendor Services Department** makes a written determination that the issuance of a contract or performance of the contract without delay is necessary to protect the interests of DCSD. If it is determined that it is necessary to proceed with contract performance without delay, the bidder/Offeror with this contingent contract may proceed with performance and receive payment for work performed in strict accordance with the terms of the contract. The provisions of this paragraph are not applicable to a protest pertaining to events or facts arising during the solicitation process.

**6. Protest Resolution.**

The Vendor Services Department shall review and issue a written decision on the protest within seven (7) business days. This decision shall be deemed final. Available remedies for sustained protests are as follows:

- If a protest is sustained prior to the closing date and time of the solicitation, available remedies may include, but are not limited to, the following: modification of the solicitation document including, but not limited to, specifications and terms and conditions; extension of the solicitation closing date and time (as appropriate); and cancellation of the solicitation.
- If a protest of the intended/actual contract award is sustained, available remedies may include but are not limited to, the following: revision or cancellation of the NOIA/NOA, re-evaluation and re-award, or re-solicitation with appropriate changes to the new solicitation.

**7. Costs**

In no event shall a bidder be entitled to recover any costs incurred in connection with the solicitation or protest process, including, but not limited to, the costs of preparing a bid/proposal, the costs of participating in the protest process, or any attorney fees.

## PART III SCOPE OF WORK

### A. Purpose/Project Overview

DeKalb County School District is seeking proposals from qualified offerors with professional qualities and technical competence for ***K-12 Routing and Planning with GPS Integration System***.

Awarded offeror shall provide equipment and services in accordance with the scope of work, requirements and terms and conditions stated herein. Services will include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, lodging, all other cost and charges, and all things and services necessary and in accordance with the requirements of this RFP. There shall be no add-on charges of any kind.

DCSD, at its discretion, determines the criteria and process whereby proposals are evaluated and awarded. No damages shall be recoverable by any challenger as a result of these determinations or decisions by DCSD.

DCSD reserves the right to make multiple awards and will be responsible for administration of this contract.

### B. Project Scope of Work

The DeKalb County School District (DCSD) is seeking proposals from qualified vendors to provide ***K-12 Routing and Planning with GPS Integration System*** that includes developed software solutions for:

- a. Fleet Metric Systems
- b. Routing and Planning
- c. Parent and Student Notification System
- d. Student Ridership (RFID)
- e. Time and Attendance

### Background Information

DCSD's Transportation Department provides student transportation services to 140 schools and facilities across 267 square miles in DeKalb County. With approximately 45,000 students transported daily. DCSD's transportation services are provided by district-employed drivers operating district-owned

school buses. To maintain the highest level of safety, efficiency, and operational oversight, the district seeks a modernized technology solution that meets its unique requirements.

The following data gives an indication of the scope of DCSD operations: Key operational statistics include:

- Number of Routes: 750
- Total Buses (Yellow Fleet): 992 (model years 2000–2024)
- Total Support Vehicles (White Fleet): 473 (future expansion considerations)
- Schools and Facilities Served: 140

## **II. Scope of Work/ Specifications**

To be considered, vendors must demonstrate proven experience and technical capability in implementing ***K-12 Routing and Planning with GPS Integration System*** comparable to K-12 school districts.

The vendor must meet the following qualifications:

- Minimum of 25,000+ GPS units (yellow and white fleet) currently installed and actively operating in the U.S. K-12 marketplace.
- Minimum of 100+ U.S. K-12 customers (references available upon request).
- Minimum of 10+ years in business with demonstrated success in school transportation solutions.
- Minimum of 5 U.S. K-12 fleets with 1,000 GPS units currently installed (yellow and white fleet). (references available upon request)
- Active implementation of an electronic pre-trip and post-trip inspection system.
- An onboard computer tablet and/or mobile device solution.
- Integrated student ridership tracking module for enhanced security and monitoring.
- Compatibility with Munis Financial System and Student Information System (SIS), including Infinite Campus, OAuth 2.0 (OneRoster version 1.0 or v1.2).
- Real-time parent notification system with live updates on bus location and estimated arrival times.
- Integrated time and attendance module for tracking.
- CPU tablet/device with automatic screen-disable functionality when the bus is in motion to ensure driver safety.

**A. Operating System & Technology**

1. System must have the ability to be web hosted.
2. System must have the ability to integrate with District's Active Directory for authentication as well as for the purpose of setting user roles and permissions.
3. Ability to import and export GIS shape file layers for route planning map.
4. The system must be able to export reports to Microsoft Word, Excel, HTML, and text.
5. Ability to import student data from Infinite Campus Student Information System for all student enrollment as a schedulable, automated process.
6. Ability to upload transportation data back to the district student information system.
7. Software must include a web-based facility for the public to access transportation eligibility, route and school attendance information based on District's transportation policies.
8. Software must include a secure portal for school staff to access transportation information specific to their school only.
9. Software must include a secure portal for parents to determine transportation information for their student(s).
10. Option to display school district logo on app home page.
11. Ability to have an audit report of changes made in the system.
12. Must have backup, archival, and retrieval access up to seven years.

**B. Geographic Information System (GIS) Mapping:**

1. Ability to use the existing street map which will be provided by the District in ArcGIS.shp file.
2. Ability to locally update street maps.
3. Ability to store and access multiple transportation databases for multiple purposes (ex. Live, previous years, etc.)
4. Ability to integrate with Google Maps & Google Street View.
5. Ability to view aerial imagery within the system or view data via a windows map service.
6. Map editing must be integrated and not require a separate or external software package.
7. The user must be able to zoom into a location when required.
8. Ability to print route maps with turn-by-turn directions and bus stop locations.
9. Ability to print single or multi-page route maps to provide clarity for all sections of the run or route.

### **C. Routing Algorithms & Routing Map Functionality**

1. Ability for a single bus stop to be used for students attending multiple schools or programs.
2. Ability for bus stop record to have a minimum stop time for ensuring enough time at stop.
3. Ability to use transfers in shuttles/hubs to route students.
4. Ability for runs to accommodate students from multiple schools.
5. Ability for runs to accommodate different bus stops, paths or times on a particular day of the week.
6. Ability for runs to automatically re-time after adding / removing bus stops or making other changes that may affect timing.

7. Ability to lock bus stop times and have system keep those times.
8. Ability to track hazard zones in which students would be automatically become eligible for transportation.
9. Ability to store and view additional spatial data such as water features, railways, municipal parcels, landmarks or District specific spatial data within the system.
10. Ability to modify the street network to accommodate new street addressing, vehicle travel restrictions, and street speeds.
11. Ability to geocode students by address point.
12. Ability to set vehicular travel speeds based on time-of-day travel.
13. Ability to set walk restrictions along the street network.
14. Ability to set street crossing restrictions along the street network.
15. Ability to record by user all actions related to individual students, stops, runs, routes, streets, boundaries, or schools in date/time/create/modify format.
16. Ability to create bus stops based on student populations considering walk distance policies and walk restrictions, etc.
17. Ability to mass assign students to their most optimal bus stop(s) in am/pm based on spatial distribution considering walk distance policies and walk restrictions.
18. Ability to optimize bus runs based for one or more (or all) schools considering student distribution, vehicle travel, and other pertinent parameters.
19. Ability to optimize bus runs that service more than one school.
20. Ability to create route schedules by maximizing daily vehicle utilization.
21. Ability to further optimize route schedules by suggesting changes to bell-times to provide greater vehicle utilization.

22. Ability to analyze key components of the routing solution generating key statistics and comparisons for reporting.
23. Customizable dashboard for operational statistics to increase productivity and reliability of transportation data.
24. Ability to produce listings, statistics, and reports based on the transportation solution.
25. Ability to produce reports required for mandated government reporting, namely:
  - Student eligibility for transportation.
  - Count of railroad crossings within a day.
  - Student ride time reports.
26. Ability to create what-if scenarios for new programs, summer school, school closures, school attendance, and walk distance planning.
27. Ability to view real time route progress utilizing live GPS technology from various companies.
28. Ability to consume and use live GPS data within planning application.
29. Ability to automatically provide transportation data seamlessly with GPS technology.
30. Ability to view and analyze planned vs. actual routes utilizing GPS technology.
31. Ability to view and analyze planned vs. actual stop locations utilizing GPS technology.
32. Ability to view and analyze planned vs. actual stop times utilizing GPS technology.
33. Ability to monitor and analyze on time performance of vehicles for one or more days.
34. Ability to use existing GPS data to improve the quality of the planning base map.

35. Ability to use existing GPS data to calibrate street segments by direction within transportation routing map.
36. Ability to generate school boundaries based on school capacity, student population or other criteria.
37. Ability to create/maintain temporary attendance boundaries for “what if” scenario planning.
38. Ability to create, display and print boundary coverage maps by grade.
39. GPS bus arrival and departure times from school are available in app.
40. GPS path of bus displays on map for current run.

#### **D. Data, Reporting & Safety**

1. Ability to produce reports from a list of available reports without the need for a 3rd party reporting tool.
2. Ability to develop custom reports or charts for transportation department needs.
3. Ability to attach multiple documents to student records within the database for special needs documentation, etc.
4. Ability for student records to store medical information to be used for emergency purposes and transportation needs.
5. Ability to create and maintain daily bus seating charts.
6. Ability to store multiple unique addresses for a student that can be used for transportation assignments on any day of the week, am or pm.
7. Ability to store specialized equipment needed for a student and have the system automatically manage the equipment needs with vehicles used.
8. Ability for student records to store an effective and end date for the student.
9. Ability for student records to store an effective and end dates for transportation assignments.
10. Ability to analyze the effectiveness of existing run/route structures and school hours to produce more efficient/cost effective alternatives.

11. Ability to analyze current transportation solution and produce Key Performance Indicators for quick analysis of the effectiveness of the transportation solution (Route Optimization).
12. Ability to analyze and view the effect on transportation requirements based on changes to the district's walk distance policies by grade.
13. Ability to analyze the effects of the closure of a school or double busing scenarios.
14. Ability to produce statistics and Key Performance Indicator data and graphs based on active transportation solution, such as but not limited to on-time reporting.
15. Ability to produce transportation KPIs to measure the efficiency of the routing solution.
16. Ability to import and export data with ease to external formats including but not limited to pdf, excel, word, power point, or html.
17. Ability for all users to remain in transportation system while routine maintenance functions are performed.
18. Ability for transportation administrators post notifications and alert constituents of service disruptions.
19. Ability for digital form management to pass information between intended parties with historical tracking mechanisms. Forms should have ability to be customized for school district and attached to student record in transportation database.
20. Ability to find/sort students by grade, program, home school, attended school, distance and address including students that are not presently being bused.
21. Ability to analyze students who attend schools outside their "home" attendance boundary.
22. Ability to store and use sex offender registry downloads as hazards for student stop assignments.

#### **E. Implementation, Customer Support, and Training:**

1. The vendor will provide DCSD with a trainer by name in the proposal, and guarantee, within reasonable limits that these will be the main points of contact throughout the implementation.
2. The vendor will be responsible for teaching transportation staff for tasks and analysis that range from basic to advanced user roles.
3. Zero-to-six-month: Initial training will be expected to take place at the District's facilities with a pre/post assessment of main users of the program to determine training needs.
4. Six months and beyond will be a combination of onsite and virtual training.

5. The vendor shall provide import and export service to import current routing information from existing software.
6. The vendor must also provide timely, no charge, unlimited toll-free phone and online support using all available meeting software included in the proposal. This phone and online service shall be renewable on a yearly basis.
7. The vendor shall provide extended service during the weeks before and after startup each year or during scheduled redistricting effort.
8. Provide upgrades to the purchased software and licenses at no additional charge, including all future releases and bug fixes.
9. Provide the previous five years' function upgrade release schedule.
10. Initial training days and supplemental days should be addressed in a timetable proposal within this proposal.
11. All training materials and user manuals must be supplied in hard copy and web access.
12. Before training begins, the system must be completely installed and fully functional within all parameters.
13. The vendor must provide unlimited refresher training and new employee user orientation with a minimum of online format.

#### **F. Parent/Student Notification System**

Routing Suite must have a parent application that meets the following criteria:

- a. Available for both android and apple devices.
- b. Must have secure parent login credentials.
- c. Parent can access information for all their enrolled children using one login account.
- d. ETA of bus displays on screen and automatically refreshes. Method for estimating time will work through assigned bus stop, current GPS events, and past GPS events to accurately calculate time.
- e. Bus stop radius is not an acceptable option. RFID readers or Student ridership module.
- f. On-board tablet or phone for applications and electronic inspections
- g. RFID cards (with external identifiers)

#### **G. Time and Attendance**

1. Tablet/phone solution must capture time and attendance information from school bus drivers/monitors.
2. Ability to capture time coded in at least nine categories.
3. Must have secure login credentials for each user.
4. Must have a user interface for drivers/monitors to view time and attendance activity with various downloadable and printable reports.
5. Must have administrative secure logins capable of editing time worked.
6. Must have internal approval workflow for time worked by driver/monitor, supervisor, manager, payroll, and director.
7. Must have administrative rights to create various custom reports for individuals and groups.
8. Must be able to export reports into standard formats, such as .xlsx, .csv, and .pdf
9. Must be able to export to MUNIS via .csv

#### **H. Fleet Metric Systems**

1. GPS- latitude, longitude, time, and speed.
2. Live Onboard Diagnostics Reporting: Asset, make/model, battery voltage, engine hours, lamp codes, unresolved defects, active faults, fuel, odometer, braking.
3. Dispatch: Routes, Recurring routes, Planned vs. Actual.
4. Fuel & Energy Hub: Driver Efficiency, Sustainability, Idling, fuel purchases, EV Suitability, EV Charging.
5. Reports, dashboard, custom reports, year review, activity summary, trip history.
6. Training: Library
7. Remote vehicle diagnostics.

#### **I. Maintenance and Additional Needs:**

1. Proposals shall identify the maintenance schedule required and support services for software updates and tasks required.
2. Uploads/downloads and other maintenance shall be scheduled weeknights and weekends.

#### **II. Project Requirements**

- A. **System Review** – The vendor will evaluate the district's current system and processes within DCSD to assure their system will be a viable solution.
- B. **Implementation** – The vendor will provide project management services including development and maintenance of the project work plan, scheduling and work assignments, implementation planning, and project status reporting. The vendor will install software components required for the application, provide technical assistance on hardware and network configuration as necessary to meet application specific requirements, identify and resolve any performance bottlenecks, test system and application security, and provide a documented backup plan. The vendor will provide a plan and timeline for implementing with DCSD. The selected vendor will be expected to prepare a detailed plan for deployment of the system and work with district staff to refine the proposed timeline and establish goals for successful deployment.

While some exceptions may be needed, work shall primarily occur during the district's core business hours (between 8:00 AM and 5:00 PM EST, Monday-Friday) to facilitate oversight and knowledge transfer.

- C. **Project Team** – To ensure the success of this project, DCSD desires a fully integrated project team at all levels. Vendor resources are expected to provide experience and expertise around system implementation in a K-12 environment. District resources will bring functional knowledge of current system processes and technical knowledge of the existing systems and application environment. The vendor's project staff must be willing to work closely with DCSD staff during installation and implementation of the system so that when the system is fully implemented, district staff can maintain the system and understand the system functionality. For the vendor to make any changes on their project team, there must be an on-site meeting to adequately acclimate the staff change.
- D. **Documentation** – If applicable, at the time of software installation, the vendor must supply software media and installation guide for all software installed, so that the software can be easily reinstalled, if needed. The vendor must provide system documentation for all procedures required for ongoing maintenance including documentation of all customizations, configuration, and customer specific development. The vendor will supply documentation that specifies a step-by-step plan for the routine backup of the software system database and all associated software files necessary for database restoration. The documentation shall include instructions for contacting the vendor's support personnel.
- E. **Training** – DCSD believes that training is critical to the project's success and recognizes that staff involvement is a key ingredient for successful implementation. The selected vendor is expected to provide sufficient training as well as end user training curriculum. The vendor will work with the District's project staff to determine exact training requirement.
- F. **Technical Environment** – The District will provide network connection capability to function as part of the District network. Contractor will comply with the District's

network and security standards. All hardware and software will be reviewed before it is used on the local area network and will only be made operable on the local area network after such review.

The following are hardware and software requirements:

1. All service provider's systems and applications should conform to DCSD Information Management Technology (IMT) recommended architectures and standards.
2. Must be compatible with the latest versions of Google Chrome, IE, Safari, Microsoft Edge, and Firefox browsers.
3. This must be a web based/hosted solution. There must not be a need for an onsite server.
4. The solution must support SAML single sign-on with the districts identity provider.
  - Intel and AMD based PC clients running Microsoft operating systems (must be compatible with Windows 11)
  - MS Active Directory authentication
  - DCSD uses a Microsoft SQL environment

All other security, access or functional extensions or exceptions will be reviewed for IMT approval.

5. At the time of installation, the hardware and software must be the most current technology available and compatible with all the vendor's involved hardware and software.
6. Hardware and software shall remain under warranty for the first year and shall offer options for extending the warranty for up to 5 years.
7. Vendor shall install a power conditioner and inline power fuse in each vehicle to ensure proper voltage, power shortage conditions, and avoid device failures.
8. Should the hardware fail during the initial contract; the replacement must be an exact or newer replacement model.
9. Vendor shall have and disaster recovery and business continuation setup and procedures.
10. Data is encrypted at rest and in transport.

#### **G. Assumptions Are**

1. Entire fleet deployment by end of year 4
  - 1,000+ yellow buses
  - 40 white fleet (mechanics) vehicles – no RFID
  - 457 white fleet vehicles – with basic GPS telemetry, no tablets required, electronic inspection capability, no RFID

## **H. Possible Implementation Scenarios**

1. On bus hardware and associated costs:
  - Implementation for active current yellow fleet (800+) within 6 months
    - Active yellow of approximately 800
    - New purchases between 50-100 buses
    - Remaining inactive yellow fleet to be installed within 12 months
  - Implementation for entire current white fleet (500+) within 12 months
    - Secondary priority to be installed within 12 months
2. Pricing for RFID cards at 10,000 and 50,000 increments

## **I. Other Considerations**

Customizations and development costs (if any):

- Monthly inspection program
- 10% tablet/phone surplus inventory
- Customized reports, price list (cost)
- Custom program applications development
- Interface development from source system to report odometer readings to RTA Fleet Management Software.
- Routing Software, to include but limited to Routing Optimization
- Installation Timeline
- Training Outline and associated cost
- Assessment of current equipment to determine if compatibility and provide the budgetary impact on uninstall or replacement of equipment.
- Other services not listed

### III. Anticipated Outcome & Vendor Responsibilities

The selected vendor will be responsible for delivering a fully integrated, user-friendly, and reliable GPS technology solution that meets DCSD's transportation needs. This includes:

- **System Implementation:** End-to-end deployment, configuration, and setup of the GPS solution.
- **Training & Support:** Comprehensive training for DCSD staff, ongoing technical assistance, and system maintenance.
- **Seamless Integration:** Ensuring compatibility with existing district systems, including routing software, financial management tools, and student information databases.
- **Operational Improvements:** Enhancing route efficiency, student ridership tracking, and fleet performance monitoring through data-driven insights.
- **Enhanced Communication:** Providing a real-time parent notification system to improve transparency and engagement with families.

By implementing this advanced GPS technology solution, DCSD aims to streamline transportation operations, improve student safety, optimize routes, and enhance overall communication between the district, drivers, parents, and staff.

### C. Brochures, Catalogs, Manuals, Websites, Literature

In addition to the formal response to this RFP, all offerors are encouraged to submit brochures, catalogs, manuals, website materials, industry literature, and any other marketing and informational media which will support and enhance their submission value.

### D. Added Value

Offerors are encouraged to describe in detail all added value or additional services or benefits available and offered at no cost to DCSD in their RFP responses. Attach and label as "**ADDED VALUE.**"

## E. Technical Proposal

DCSD advertises this RFP as an opportunity for interested and qualified firms specializing in providing K-12 Routing and Planning with GPS Integration System to submit responses consistent with the scope of work stated herein. Respondents to this RFP are encouraged to submit their most comprehensive, innovative and creative proposals for services for DCSD.

DCSD may, at its sole discretion, select or reject all or portions of the service(s) proposed from responsive offerors. As a part of the evaluation process, DCSD may find it necessary to evaluate the addition or deletion of components of an offeror's proposal in order to make equivalent comparisons to other proposals. DCSD will select the offeror whose proposal DCSD determines best meets the needs of DCSD, based on the requirements and evaluation criteria set forth herein.

The determination of the successful proposal will be based upon information supplied by the offeror in the RFP response and upon other information that will be obtained by DCSD as it deems necessary. Proposal conformance to RFP instructions, terms, conditions, and requirements is critical to offeror responsiveness.

The lowest-cost proposal submitted may not necessarily be determined to be the most responsive and responsible proposal when all factors have been considered. However, the quoted price is an important factor in the determination of the selected proposal.

**Technical Proposals shall include the following:**

### **Compliance Information**

Firms must meet minimum criteria as specified to receive further consideration. This is a compliance section and carries no evaluation points. Proposals shall include the following:

The submitting company must be licensed by the State of Georgia or otherwise duly licensed in such a manner as to be able to provide all services specified in this RFP in Georgia and all documents must be in the name of the submitting company.

All employees of the submitting company that are assigned to this project must be either licensed by the State of Georgia or, if licensed by another state, authorized by Georgia to provide the licensed services in Georgia. Company must submit copies of all employees' licenses that will be assigned to this project.

**Litigation Information:** Identify and briefly discuss any instances in the past five (5) years where your contract was terminated, with or without cause. Provide Owner name, project name and Owner Project Representative Name and Number. For joint ventures responding to this RFP, provide the above information as it pertains to the joint venture and for each partner or entity creating said joint venture. **If there is no failure or failures to complete a contract, please include a statement that the Firm has never failed to complete a contract or contracts or have defaulted or have been declared in default on any contract.**

Identify any legal actions that have been filed against your company for services rendered in connection within the past (5) years. Provide a brief explanation for each occurrence and the outcome/disposition.

**If there have been no legal actions filed against your company, please include a statement that the Company has not had any legal actions filed against them in the past five (5) years.**

## **Evaluation Criteria**

An Evaluation Committee will evaluate the proposals using the following criteria:

### **1. Firm's Overview (20 Points)**

- a. Provide a full and complete company profile to include, but not limited to Firm's name, address, headquarters and or branch office handling this project, as well as primary contact name, title, related telephone/fax numbers and email address.
- b. State how many years licensed to do business under the name stated above. Describe firm ownership structure and history.
- c. List the number of permanent, licensed (if applicable) employees and provide an organizational chart of the firm. Include management-level employee(s) the firm intends to assign to the project. Include a professional biographical summary including any certifications/licenses and detailed outline of the role and responsibility of each employee that will be assigned to the project.

### **1. Scope of Services (35 points)**

- a. Please provide your company's detailed methodology and proposed strategy for providing a K-12 Routing and Planning with GPS Integration System. The detailed methodology and strategy shall include but is not limited to the following:
  - i. Detailed description of your company's proposed solution's capabilities including but not limited to:
    - a. Operating System & Technology
    - b. Geographic Information System (GIS) Mapping
    - c. Routing algorithms & Routing Map Functionality
    - d. Data, Reporting & Safety
    - e. Parent/Student Notification System
    - f. Time and Attendance
    - g. Fleet Metric Systems
    - h. Technical Environment
  - ii. Detailed description of how your company will provide or complete the following:
    - a. Implementation – Plan for each scenario with timeline milestones.
    - b. Customer Support
    - c. Training
    - d. Maintenance/System Updates
    - e. System Review
    - f. Documentation
- b. Provide the name and telephone number of the individual(s) that can be contacted in case of an emergency or for services needed after hours, holidays or weekends.

## 2. Firm's Relevant Experience and Expertise (20 points)

- a. Submit past experience providing services that are comparable in scope and organizational size which best illustrates your firm's ability to provide a K-12 Routing and Planning with GPS Integration System for large K-12 or other governmental entities.

Please list no more than ten (10) projects and do not list projects that were not completed by your firm or completed over ten (10) years ago. In addition to the information above, each project listed should include the following information:

1. Company/Entity Name
2. Contact Name, Phone Number, Mailing and Email Address
3. Scope of Services Provided
4. Project Start and Finish Date

## 4. Professional References (10 points)

- a. The firm shall submit a minimum of three (3) written recommendation letters from current or previous clients/owners. The recommendation must state actual examples of how the firm had a positive working relationship with prior organization(s).
- b. DCSD reserves the option of contacting any of the references provided to confirm information provided.

## 5. Cost Proposal (15 points) – **Do not include with Technical Proposal**

- a. Indicate your proposed price to provide the services as stated in this RFP using **Attachment A – Cost Proposal Form** provided as part of this RFP.
- b. Please provide any and all pricing breakdown as requested on the **Attachment A-Cost Proposal Form**.
- c. The **Attachment A-Cost Proposal Form** shall not be altered in any way. Any alterations to the provided cost proposal form may cause your company to be deemed non-responsive and disqualified from further consideration.

Relative Weight	Evaluation Criteria
20	<b>Firm's Overview</b>
35	<b>Scope of Services</b>

20	<b>Firm's Relevant Experience and Expertise</b>
10	<b>Professional References</b>
15	<b>Cost Proposal</b>
<b>100 points</b>	

***F. Transition Plan/Transition on Commencement of Contract (If Applicable)***

The awarded offeror shall assume full services in accordance with the award of the RFP. The awarded offeror shall coordinate and cooperate with DCSD's existing provider(s) to ensure a smooth and orderly transition with uninterrupted services.

**Transition and Continuity of Service upon Expiration of Contract**

Continuity of services is necessary to DCSD. The awarded offeror agrees to this philosophy and upon expiration of contract, agrees to:

- a. Exercise best efforts and cooperation for an orderly and efficient transition to another provider or to DCSD.
- b. Negotiate a plan in good faith with successor to determine the nature and extent of the phase-in, phase-out services required. The plan shall specify a date for services described in the plan and shall be subject to approval by DCSD. The existing provider shall provide sufficiently experienced personnel during the phase-in and phase-out periods to ensure that the imperious services in the contract are maintained at the required level of need and proficiency.
- c. All DCSD property (including but not limited to, students and DCSD records, parts, equipment, facilities, keys, and materials) shall be returned to DCSD upon expiration of contract.
- d. Offeror shall include in their response any DCSD or any subsequent contractor requirements if offeror is awarded this contract and does not retain this contract upon its expiration.

### G. REQUIRED CONTENT / DOCUMENT CHECKLIST

All potential respondents must register as a vendor at <https://dekalbschoolsga.ionwave.net/Login.aspx>.

**IMPORTANT NOTICE:** Submittals to this solicitation will be received electronically on the DeKalb County School District website at <https://dekalbschoolsga.ionwave.net/Login.aspx>.

IonWave will not accept a bid submission without the required documents listed below. Failure to upload the required information and/or documentation required in this solicitation may cause the submission to be declared non-responsive and rejected.

Offerors are required to upload one (1) pdf. copy electronically via <https://dekalbschoolsga.ionwave.net/Login.aspx> of their response. Offerors must reply in a narrative to each requirement and question. "Understand and comply" responses are not acceptable. All RFP submissions must include the following items and attachments.

The Request for Proposals document, RFP 25-608 K-12 Routing and Planning with GPS Integration System (MUST BE the first document in the submission); this document is located at <http://www.dekalbschoolsga.org/solicitations>

#### Table of Contents for your submission

- Addenda – Each individual Addendum must be printed, signed, and inserted immediately following the Table of Contents (**Upload Required**)
- Audited Company Financial Statements/Company Annual Reports for 2022 and 2023 (**Upload Required**)
- Business License (**Upload Required**)
- Certificate of Insurance (**Upload Required**)
- Attachment A – Cost Proposal Form/Fee Schedule (**Upload Required**)
- Attachment A (1) – Cost Proposal Form/Fee Schedule (**Upload Required**)
- Attachment B – Non-Collusion (**Upload Required**)
- Attachment C - Conflict of Interest (**Upload Required**)
- Attachment D – Critical Paragraphs (**Upload Required**)
- Attachment E – Statement of Confidentiality and Non-Disclosure (**Upload Required**)
- Attachment F – Suspension and Debarment Certification (**Upload Required**)
- Attachment G – Immigration & Security Certification (**Upload Required**)
- Attachment H – Sample Service Agreement
- Attachment I– Signature Page (**Upload Required**)
- Technical Proposal (**Upload Required**)
- Brochures, Catalogs, Manuals, Websites, Literature, and other marketing media
- Added Value

## Revised Attachment A- COST PROPOSAL FORM

### RFP 25-608

### K-12 Routing and Planning with GPS Integration System

Offeror must provide costs to DCSD associated with providing the services requested in this RFP. Pricing must be submitted on this form in the format requested. **Alterations to the cost proposal form may result in the offeror being deemed non-responsive and proposal rejected.** DCSD reserves the right to request and negotiate a “best and final offer” response from Offerors.

Please provide pricing as requested for the services listed below. Pricing shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, and all other costs and charges necessary to perform the services below in accordance with this RFP.

Interested vendors must complete **Attachment A (1)- Cost Proposal** each spreadsheet for the following categories:

1. Initial Year
2. Renewals
3. Unit Pricing

**Complete the following:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Company Representative Name (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

## **Attachment B**

### **RFP 25-608 K-12 Routing and Planning with GPS Integration System Non-Collusion**

**Upload this documentation under the Response Attachment tab via IonWave titled “NON-COLLUSION”**

Bidders shall fully certify that they, as an individual or as an engaging official of a formal business entity, have not entered into any agreement, participated in collusion, or otherwise taken any action in restraint of free and competitive responses to this bid. Further, bidders guarantee that their response are not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced in any manner or taken any action to result in a restriction of trade or in an unfair advantage.

Bidder must sign below acknowledging the above statement.

**Signature of Company Representative:**

\_\_\_\_\_  
**Company Name/Certifying Official Signature**

**Date:** \_\_\_\_\_

## **Attachment C**

### **RFP 25-608 K-12 Routing and Planning with GPS Integration System Conflict of Interest**

**Upload this documentation under the Response Attachment tab via IonWave titled “Conflict of Interest”.**

Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member. Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror’s company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default. The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

**Signature of Company Representative:**

---

**Company Name/Certifying Official Signature**

Date: \_\_\_\_\_

## Attachment D

### RFP 25-608 K-12 Routing and Planning with GPS Integration System Critical Paragraphs

***Offerors must put their initials in the space provided in front of each critical paragraph and sign below. Initials signify that the information has been read and the offeror agrees to comply with the requirement, stipulations, terms and conditions. Attach and label "Critical Paragraph."***

- 1) \_\_\_\_\_ This RFP does not commit DCSD to any offeror to this RFP. DCSD is not liable for any costs incurred by an offeror in responding to this RFP. There is no guarantee of any offeror receiving an award or contract as a result of submitting a response to this RFP.
- 2) \_\_\_\_\_ Any news release or publicity pertaining to any phase of this RFP will be the responsibility of DCSD and must be cleared through DCSD's Department of Communications and Community Relations.
- 3) \_\_\_\_\_ It is the responsibility of offerors to make themselves aware of and to comply with any addenda, questions and answers posted to the DCSD website in relation to this RFP. All addenda must be printed, signed by the certifying official and included in the RFP submittals. Failure to do so will cause the offeror to be deemed non-responsive to the requirements of this RFP.
- 4) \_\_\_\_\_ Offerors to the RFP agree to fully indemnify DCSD as stated in the RFP, Part II.
- 5) \_\_\_\_\_ Offerors certify that they have not engaged in collusion and guarantee that their response is not made in conjunction with or on behalf of another party and that they have not been directly or indirectly induced or acted in any manner to result in restriction of trade or unfair advantage.
- 6) \_\_\_\_\_ The DCSD reserves the right to reject any and/or all responses submitted and to waive any technicalities or minor irregularities in responses received. DCSD

reserves the right to award any resulting contract in the manner that is in the best interest of and most advantageous DCSD.

- 7) \_\_\_\_\_ Offeror understands that this solicitation requires Board of Education Approval.

**Signature of Company Representative:**

\_\_\_\_\_  
**Company Name/Certifying Official Signature**

**Date:** \_\_\_\_\_

## **Attachment E**

### **RFP 25-608 K-12 Routing and Planning with GPS Integration System Statement of Confidentiality and Non- Disclosure**

Any non-public information made available to the offeror by DCSD in relation to this RFP shall be used only for those purposes outlined in the RFP document and shall not be used in any other way without the written permission of the DCSD.

If the offeror is uncertain about the proposed use of information provided in relation to this RFP, the offeror shall consult with the DCSD RFP contact person as identified in the RFP document for clarification.

The offeror agrees to assume full responsibility for protecting the confidentiality of DCSD records that are not public information. Such information may include but is not limited to student and employee data and other written and oral information of a personal and/or confidential nature, which shall be safeguarded by the offeror to ensure that it is not improperly disclosed.

\_\_\_\_\_  
Offeror Company Name

\_\_\_\_\_  
Company Representative Name

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date

# Attachment F

## RFP 25-608

### K-12 Routing and Planning with GPS Integration System

#### SUSPENSION AND DEBARMENT CERTIFICATION

By submitting this RFP, the offeror certifies that the proposing company and/or its principals have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

Further, by submitting this RFP, the offeror certifies that all lower tier participating individuals and/or company(s) and all respective principals of lower tier participants have not been suspended, excluded, disqualified, debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in any transaction by any federal or state department or agency and that the offeror complies with all applicable orders, rules and regulations related thereto.

The certification placed herein is a material representation of fact upon which reliance will be placed as RFP submissions are evaluated and any transaction is entered into. If it is later determined that the prospective offeror has knowingly rendered an erroneous certification, the DCSD may pursue all available remedies, including but not limited to suspension and/or debarment.

The prospective offeror shall provide immediate written notice to the DCSD Purchasing Department if at any time the prospective offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The prospective offeror agrees by submitting this form that, should the proposed transaction be entered into, the prospective offeror shall not knowingly enter into any lower tier transaction with a person or entity that is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction.

By signing and submitting this form, the offeror is providing the certification set out above.

Signature of Engaging Official: \_\_\_\_\_  
(Offeror Company Name/Certifying Official Signature)

Date: \_\_\_\_\_

Further, the DCSD's Purchasing Department will check the SAMS website at <https://www.sams.gov/SAM/> to determine if the offeror is listed.

# Attachment G

## RFP 25-608 K-12 Routing and Planning with GPS Integration System

### IMMIGRATION & SECURITY CERTIFICATION

If you are providing service, performing work or delivering goods to the DeKalb County Board of Education/DeKalb County School District including, but not limited to schools, warehouses and central offices, the applicable Georgia Security and Immigration Compliance documents found here must be completed, signed, notarized and submitted with your bid/proposal. Failure to provide this document with your bid/proposal will result in the disqualification of the bid/proposal.

- 1) Offeror/Bidder (the "Offeror") shall at all times comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. Seq.
- 2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. Seq. (collectively the "Act"), the Offeror **MUST INITIAL** the statement applicable to Offeror below:

(a) \_\_\_\_\_ **(Initial here)**: order to comply with the Act; is authorized to use and uses the federal authorization program under the federal work authorization user identification number issued on the date of authorization below; will continue to use the authorization program throughout the contract period; Offeror further warrants and agrees Offeror shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq. [Offerors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement with the Contract if awarded];

**or**

(b) \_\_\_\_\_ **(Initial here)**: Offeror warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. [Offerors who initial (b) must attach and return a signed, notarized Affidavit of Exception with the Contract if awarded];

**or**

- 3) I \_\_\_\_\_ **(Initial here)**: Offeror is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

- 4) \_\_\_\_\_ **(Initial here)** Offeror will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Offeror with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq.
  
- 5) \_\_\_\_\_ **(Initial here)** Offeror agrees that, if Offeror employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, et seq that Offeror will secure from each sub -contractor at the time of the contract the sub-contractor’s name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor’s attestation of the subcontractor’s compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor’s agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. Seq.
  
- 6) \_\_\_\_\_ **(Initial here) Offeror** agrees to provide the DeKalb County School District with all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et seq within five (5) business days of receipt.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EEV/Basic Pilot Program  
User Identification Number

\_\_\_\_\_  
Date of Authorization

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

DEKALB COUNTY SCHOOL DISTRICT  
Offeror E-Verify Affidavit

By executing this affidavit, the undersigned Offeror verifies its compliance with **Immigration Reform and Control Act of 1986 (IRCA), Pub.L. 99-603**, stating affirmatively that the individual firm or corporation which is engaged in services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established by federal law and regulation. Furthermore, the undersigned Offeror will continue to use the federal work authorization program throughout the contract period. Offeror hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

Name of Project: **K-12 Routing and Planning with GPS Integration System**

Solicitation Number (if applicable): **RFP 25-608**

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 202\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent \_\_\_\_\_

Printed Name and Title of Authorized Agent: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**DEKALB COUNTY SCHOOL DISTRICT  
Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual firm or corporation which is engaged in the physical performance of services on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification number: \_\_\_\_\_

Date of Authorization: \_\_\_\_\_

Name of Subcontractor: \_\_\_\_\_

Name of Project: **K-12 Routing and Planning with GPS Integration System**

Solicitation Number (if applicable): **RFP 25-608**

Name of Public Employer: **DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 202\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent \_\_\_\_\_

Printed Name and Title of Authorized Agent: \_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**DEKALB COUNTY SCHOOL DISTRICT  
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification  
Number:

\_\_\_\_\_

Date of Authorization:

\_\_\_\_\_

Name of Subcontractor:

\_\_\_\_\_

Name of Project:

**K-12 Routing and Planning with GPS  
Integration System**

Solicitation Number (if applicable):

**RFP 25-608**

Name of Public Employer:

**DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 202\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent

\_\_\_\_\_

Printed Name and Title of Authorized Agent:

\_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_.

Notary Public

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

**DEKALB COUNTY SCHOOL DISTRICT**  
**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for \_\_\_\_\_ and \_\_\_\_\_ on behalf of the **DeKalb County School District** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with information required by O.C.G.A §13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to the contractor within five (5) business days of receipt. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number:

\_\_\_\_\_

Date of Authorization:

\_\_\_\_\_

Name of Sub-subcontractor:

\_\_\_\_\_

Name of Project:

**K-12 Routing and Planning with GPS  
Integration System**

Solicitation Number (if applicable):

**RFP 25-608**

Name of Public Employer:

**DeKalb County School District**

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_\_, 202\_\_ in \_\_\_\_\_, \_\_\_\_\_  
(city) (state)

Signature of Authorized Officer or Agent

\_\_\_\_\_

Printed Name and Title of Authorized Agent:

\_\_\_\_\_

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_,  
20\_\_.

Notary Public

\_\_\_\_\_

My Commission Expires:

\_\_\_\_\_

# ATTACHMENT H

## SAMPLE SERVICE AGREEMENT

BETWEEN THE

DEKALB COUNTY SCHOOL DISTRICT

AND \_\_\_\_\_

Service Provider: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

RFP No.: **25-608**

Description: **K-12 Routing and Planning with GPS Integration System**

**THIS SERVICES AGREEMENT** and the below referenced documents attached as Exhibits (hereinafter the "Service Agreement") is made and entered into by and between the DeKalb County School District (hereinafter the "DCSD") whose address is 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia 30083 and \_\_\_\_\_ (hereinafter the "Service Provider") whose physical address is \_\_\_\_\_. DCSD and Service Provider are referred to herein collectively as the "Parties" and individually as a "Party."

**WHEREAS**, DCSD desires to retain the services of a competent and qualified Service Provider to provide \_\_\_\_\_ services; and

**WHEREAS**, the DCSD has solicited for these services via an advertised request for proposals and has received numerous responsive proposals thereto; and

**WHEREAS**, after review and consideration of all responsive proposals, DCSD intends to engage the Service Provider to provide \_\_\_\_\_ services; and

**WHEREAS**, the Service Provider remains agreeable to provide DCSD the \_\_\_\_\_ services and represents that it is competent, qualified, capable, and prepared to do so according to the terms and conditions stated herein;

The Service Agreement consist of:

- a. This Service Agreement (Agreement for Services);
- b. Request for Proposal (RFP) No. **25-608 (Exhibit A)**;
- c. The Service Provider's Proposal to the above-numbered RFP, including pricing, and any applicable Scope of Services and any applicable Payment and Payment Terms Schedule attached except that objections or amendments by Service Provider that have not been explicitly accepted by DCSD in writing in this Service Agreement shall not be included in this Service Agreement and shall be given no weight or consideration; **(Exhibit B)**;
- d. Board Directive Signed by the Superintendent and dated \_\_\_\_\_ **(Exhibit C)**; and
- e. Notice of Award dated \_\_\_\_\_ **(Exhibit D)**.

This Service Agreement together with the aforementioned exhibits collectively forms **the Service Agreement**. All prior and contemporaneous negotiations and Service Agreements between the Parties on the matters contained in this Service Agreement are expressly merged into and superseded by this Service Agreement. DCSD shall not be bound by any additional terms and conditions, including but not limited to, terms and conditions related to any provided service or good, limitations of the Service Provider's liability or any other third party's liability, limitation of warranties, packaging, invoices, service catalog, brochure, technical data sheet, electronic disclosures, electronic Service Agreements, or other document which attempts to impose any conditions at variance with or in addition to the terms and conditions of this Service Agreement.

Any inconsistency or conflict among the specific provisions of this Service Agreement shall be resolved as follows:

- a. First, by giving preference to the specific provisions of this Service Agreement and any change orders or modifications issued after execution of this Service Agreement;
- b. Second, by giving preference to the specific provisions of the RFP attached hereto as

**Exhibit “A;”**

- c. Third, by giving preference to the specific provisions of Service Provider’s Proposal, including pricing and any applicable Scope of Services and any applicable Payment and Payment Terms Schedule attached hereto as **Exhibit “B,”** except that objections or amendments by Service Provider that have not been explicitly accepted by DCSD in writing in this shall not be included in this Service Agreement and shall be given no weight or consideration.

**NOW, THEREFORE,** in consideration of the mutual promises, covenants and Service Agreements stated herein, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, DCSD and the Service Provider agree as follows:

**ARTICLE 1**

**PARTIES TO THE SERVICE AGREEMENT**

The DCSD’s address and its contact person are:

DeKalb County School District  
1701 Mountain Industrial Blvd.  
Stone Mountain, GA 30083

Attention: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

With a copy to:

DeKalb County School District  
1701 Mountain Industrial Boulevard  
Stone Mountain, Georgia 30083

Attention: Dr. Devon Horton, Superintendent

The Service Provider’s contact information is:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone No. Office: \_\_\_\_\_

Email: \_\_\_\_\_

Any notice or consent required to be given by or on behalf of any Party hereto to any other Party hereto shall be in writing and shall be sent to DCSD or to the Service Provider by (a) registered or certified United States mail, return receipt requested, postage prepaid, (b) personal delivery, or (c) overnight courier service. All notices sent to the above addresses shall be binding unless said address is changed, and provided in writing to the other Party, no less than fourteen days before such notice is sent.

## ARTICLE 2

### DURATION OF AGREEMENT

- 2.1 **Agreement Term.** The term of this Service Agreement begins on the date executed by the last Party to execute below (hereinafter the "Effective Date"). The performance period for this Service Agreement is one (1) year from the Effective Date.
- 2.2 **Agreement Renewal.** In addition to the base period of one (1) year, there are four (4) one-year optional renewal terms (each a "Renewal Term") to be exercised at the sole discretion and approval of DCSD. Additionally, as required by O.C.G.A. § 20-2-506, this Service Agreement shall terminate absolutely and without further obligation on the part of DCSD at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed, but shall be automatically renewed for each subsequent calendar year during the term unless DCSD terminates this Service Agreement, by providing Service Provider with thirty (30) days advance notice of termination prior to the end of the calendar year. Renewal will depend upon the best interests of the DCSD, funding, and Service Provider's performance subject to the other termination methods available to the DCSD herein.
- 2.3 **Total Obligation.** Pursuant to O.C.G.A § 20-2-506(b), DCSD's total obligation under this Agreement is as follows:

**FY 2025 \$ \_\_\_\_\_**

## ARTICLE 3

### SCOPE OF SERVICES

3.1 DCSD does hereby retain Service Provider to furnish those services and to perform those tasks (collectively, the "Services") as further described in (i) the DCSD's Request for Proposal \_\_\_\_\_, to include all attachments and addenda, attached hereto as Exhibit "A" and incorporated herein by reference; and (ii) the Service Provider's final responsive thereto, attached hereto as Exhibit "B" and incorporated into this Agreement by this reference. A complete copy of the Scope of Work section of RFP #25-608, to include the Service Provider's final responsive proposal, is attached as Exhibit "B" and made a part of this Service Agreement.

3.2 Service Provider shall be solely responsible for the professional quality, accuracy, competence, methodology, and the coordination of all Services performed pursuant to this Agreement.

3.3 DCSD's review, approval, or acceptance of any of the Service Provider's Services shall not be construed to: (i) operate as a waiver of any rights the DCSD possesses under this Agreement; or (ii) waive or release any claim or cause of action arising out of the Service Provider's performance or nonperformance of this Agreement. The Service Provider shall always remain liable to the DCSD in accordance with applicable law for any and all damages to the DCSD caused by the Service Provider's breach of this Agreement.

#### ARTICLE 4

##### COMPENSATION

4.1 The Service Provider agrees that the compensation for all services under this Service Agreement shall be the specific price set forth in the attached Exhibit "A" and Exhibit "B." There shall be no add-on charges of any kind.

#### ARTICLE 5

##### WORKING RELATIONSHIP

5.1 The Service Provider will function in cooperation with the DCSD's designated representative, which is set forth in Article 1 of this Service Agreement. The Service Provider will consult with the DCSD's representative before finalizing recommendations or taking action at Program milestones or other key decision points. The Service Provider shall fully cooperate with the DCSD and, if applicable, the DCSD's representative or designee. Such cooperation shall include, without limitation, providing any requested information to the DCSD's representative and advising, meeting with, consulting with, and coordinating with the DCSD's representative.

5.2 The DCSD shall have the right, at its sole discretion, to demand and require the Service Provider to remove any employee or subcontractor working for the Service Provider on the Program and to replace the employee or subcontractor without cost or liability to the DCSD.

5.3 For purposes of safety and otherwise, the Service Provider, at all times, shall ensure its ability to thoroughly and clearly communicate, in any and all necessary languages, with the DCSD representative and with the Service Provider's employees, agents, representatives, and subcontractors. The Service Provider agrees to employ one or more supervisory-level personnel capable of thoroughly and clearly communicating, in any and all necessary languages, with the DCSD's representative and with the Service Provider's employees, agents, representatives, and subcontractors, and that such supervisory-level and language-capable personnel shall be stationed at and assigned to the location(s) or site(s) where, and at all times when, any and all work or services under this Service Agreement shall be performed.

5.4 The Service Provider shall ensure that any and all electronic devices, computers, software, hardware, equipment and other similar and related items that are utilized by the Service Provider, or any entity or person under the Service Provider's supervision or control, do not harm, or allow harm, to the DCSD's computers, systems, networks, and technology. The Service Provider shall take any and all measures possible to protect the DCSD's computers, systems, networks, and technology from viruses and other malicious codes.

#### ARTICLE 6

##### INVOICING AND AGREEMENT PRICE

6.1 **Invoices.** The Service Provider shall submit invoices, to DCSD, for services rendered pursuant to the attached Exhibit "A" and Exhibit "B." Invoices will be paid by DCSD within thirty (30) days after receipt of the invoice from the Service Provider. All invoices shall be submitted by Service Provider shall be submitted to: Ms. Carla Smith, Vendor Services Executive Director, DeKalb County School District, 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia, 30083.

6.2 **Agreement Price.** DCSD shall pay, and the Service Provider shall accept, as full and complete payment for the Contractor's timely performance of its obligations hereunder the fixed price listed in Section 2.3. The price set forth in Paragraph 2.3 shall constitute the Agreement Price, which shall not be modified except where evidence acceptable to DCSD of changed market conditions and indices is produced. Price modification requests may only be made once annually and, if approved, will only become effective upon the next renewal of the Agreement. Any such proposed price escalation /de-escalation must be presented in writing with substantiating proof to DCSD, for approval, a minimum of ninety (90) days prior to taking effect at the next renewal of the Agreement.

## **ARTICLE 7**

### **CANCELLATION OR TERMINATION BY DCSD**

7.1 DCSD reserves the right to cancel or terminate this Service Agreement at any time for any reason, with notice in writing to the Service Provider. In the event of cancellation or termination, the DCSD shall pay to the Service Provider all compensation earned for actual services rendered. Any cancellation or termination by DCSD shall be effective within thirty (30) business days of the receipt of such cancellation or termination to Service Provider by DCSD.

7.2 Upon termination of this Service Agreement, the Service Provider shall:

- 7.2.1 Cease work under the Service Agreement and take all necessary or appropriate steps to limit disbursements and minimize costs
- 7.2.2 Immediately cease using and return to the DCSD, any personal property or materials, whether tangible or intangible, provided by the DCSD to the Service Provider
- 7.2.3 Cooperate in good faith with the DCSD and its employees, agents and contractors during the transition period between the notification of termination and the substitution of any replacement contractor(s); and
- 7.2.4 Immediately return to the DCSD any payments made by the DCSD for Services that were not delivered or rendered by the Service Provider.

## **ARTICLE 8**

### **INDEPENDENT CONTRACTOR**

8.1 The Service Provider and its employees shall perform as an independent contractor and not an employee or representative of the DCSD. The Service Provider retains sole and exclusive liability for all contributions, taxes or payments required to be made on account of the Service Provider's employees under federal or state income tax laws, unemployment and workers' compensation acts, social security acts, and all other legislation requiring employer contributions or withholdings.

8.2 The Service Provider shall maintain strict discipline among all personnel employed at DCSD, nor shall any person employed on any Program site have in his or her possession any drugs, alcohol or firearms. Unprofessional conduct, including but not limited to horseplay, wrestling, and fighting, shall not be permitted or allowed. No employee, subcontractor or representative of the Service Provider

shall use any tobacco product while at any Program site, on any property owned by DCSD or at any function or event sponsored by or held on behalf of DCSD.

8.3 The Service Provider agrees that the Service Provider is not an employee of DCSD for purposes of the Patient Protection and Affordable Care Act, 42 U.S.C. § 18001, et seq. (“ACA”), or for any other purpose. The Service Provider agrees that the Service Provider will be responsible for reporting requirements under the ACA and certifies that the Service Provider has their own individual health plan coverage. The Service Provider agrees that the Service Provider shall make the necessary federal, state, and local filings and returns as required by law at the appropriate times, including, but not limited to, federal, state, and local income tax (including estimates), filings and returns required by the Self-Employment Contribution Act, and any other filing or return, required by federal, state, or local government. With respect to ACA compliance obligations, Service Provider acknowledges and agrees that:

- Service Provider is responsible for filing Form 1094-C and Form 1095-C with respect to all assigned workers assigned to DCSD;
- Service Provider is responsible for compliance with Internal Revenue Code Section 4980H with respect to assigned workers;
- If requested by DCSD in connection with any governmental audit or inquiry, Service Provider will cooperate in furnishing DCSD with detailed information on assigned workers as reasonably needed for DCSD to respond to such audit or inquiry, and at no additional charge;
- Service Provider will offer health plan coverage to assigned workers (and their dependents) that complies with the ACA's minimum value and affordability requirements and, during the term of their staffing Service Agreement; and
- In addition to any existing indemnification obligations set forth in Article 20, herein, Service Provider agrees to reimburse DCSD for any penalty or tax imposed against DCSD with respect to any assigned worker, and to indemnify and hold harmless DCSD against all liabilities, penalties and fees that may be imposed upon DCSD, under Internal Revenue Code Section 4980H(a) or (b); *provided* that DCSD will provide prompt notice to Service Provider of its receipt of any notice of assessment of penalty or taxes under Code Section 4980H and Service Provider will cooperate fully with DCSD in contesting such assessment and accepting responsibility for its assigned workers.

## ARTICLE 9

### **RESPONSIBILITY FOR SERVICES**

9.1 In the performance of this Service Agreement, the Service Provider warrants that it shall consistently render its best efforts and shall exercise that degree of skill and care which others would exercise in like circumstances and that its Services will be performed without errors or omissions. Service Provider shall be responsible for the accuracy of its Services and any error and/or omission made by the Service Provider in any work under this Service Agreement. Services performed by the Service Provider shall be subject to review and acceptance in stages as required by the DCSD. Acceptance shall not relieve the Service Provider of its professional obligation to correct, at Service Provider's own expense, any errors in the S.

9.2 If Services performed by the Service Provider fail to meet the standards set forth in Paragraph 9.1, the DCSD may elect to have the Service Provider re-perform, or cause to be re-performed, at no cost to the DCSD any of the Services which fail to meet said standards where: (i) such failure appears during the performance of the Service Provider's Services or within one year from the date of completion of the Service Provider's Services, and (ii) the DCSD notifies Service Provider of any such failure within sixty (60) days of the time that the failure becomes apparent. This Paragraph 9.2 shall not be interpreted to limit the right of the DCSD to pursue and obtain any and all other remedies against the Service Provider at law or in equity.

9.3 Service Provider warrants that any goods to be produced to or delivered to DCSD during the course and scope of work for this Program will be of merchantable quality, free from defects in materials and workmanship.

9.4 DCSD acknowledges that the Service Provider shall be entitled to rely on the accuracy and currency of information supplied by the DCSD or by any of the DCSD's contractors or consultants, or available from generally accepted reputable sources.

9.5 DCSD MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED.

## ARTICLE 10

### **OWNERSHIP OF WORK PRODUCT**

10.1 Any reports, recommendations, estimates, specifications, drawings, technical data, sketches, computer software, and all other information developed, created, procured or requested by the Service Provider in connection with its performance under this Service Agreement (the "Information") shall be the property of the DCSD. In entering into this Service Agreement, the Service Provider hereby transfers to the DCSD all rights, title, and interest, including the copyright, in and to the Information.

10.2 Any reports, recommendations, estimates, specifications, drawings, technical data, sketches, computer software, and all other information developed by equipment vendors or other third parties that relate to the Program shall be the property of the DCSD. This provision shall not act to transfer rights of DCSDs of standard software or specification packages for which copyright is retained by the developer.

10.3 All original technical data, evaluations, reports and other work product of the Service Provider shall be delivered to the DCSD upon the completion, cancellation or termination of Services under this Service Agreement within three (3) business days of such completion, cancellation or termination. The

Service Provider may retain one (1) copy of all documents produced by the Contractor for its permanent file.

#### **ARTICLE 11**

##### **ACCOUNTING AND RECORDS**

11.1 The Service Provider shall maintain a system of accounting and record keeping for all Services. Further, the Service Provider will allow the DCSD's inspection of necessary supporting receipts and documentation for audit purposes for a period of six (6) years after completion of Services provided under this Service Agreement.

#### **ARTICLE 12**

##### **COMPLIANCE WITH LAWS**

12.1 The Service Provider shall comply with all federal, state and local laws, regulations, ordinances, and DeKalb County Board of Education policies that are in any way applicable to the performance of its Services under this Service Agreement including but not limited to laws governing health, safety, the protection or preservation of the environment, and occupational licensing.

#### **ARTICLE 13**

##### **EQUAL EMPLOYMENT OPPORTUNITY**

13.1 The Service Provider will not discriminate against any worker, employee or applicant for employment because of race, color, religion, sex, national origin, age, citizenship status, veteran status, sexual orientation or handicap. The Service Provider will take affirmative action to ensure that applicants are employed, and that workers are treated during employment, without regard to their race, color, religion, sex, national origin, age, citizenship status, veteran status, sexual orientation or handicap. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

#### **ARTICLE 14**

##### **CONTINGENCY FEES**

14.1 The Service Provider represents that it has not employed and shall not employ any person other than its own principals and employees to solicit this Service Agreement or any contract with the DCSD, and that it has not and shall not pay any person other than its own principals and employees any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Service Agreement or any other contract with the DCSD

## **ARTICLE 15**

### **SUBCONTRACTORS**

15.1 Service Provider shall manage all work and Services performed under this Service Agreement. Upon the DCSD's prior written consent, the Service Provider may subcontract all or part of the Services to be provided. In such event, the rights and obligations of the Service Provider and the DCSD will not be diminished.

15.2 All of the Service Provider's Subcontractors shall be directly responsible to Service Provider and shall be under the Service Provider's direct supervision. The Service Provider shall be as fully responsible and accountable to the DCSD for the acts and omissions of its Subcontractors and of persons either directly or indirectly employed by Subcontractors in the performance of Services under this Service Agreement as the Service Provider is for the acts and omissions of persons it directly employs. Other than the DCSD being a third-party beneficiary to any Service Agreement between the Service Provider and its Subcontractors, no other contractual relationship between DCSD and any subcontractor is created by any provision contained in this Service Agreement.

15.3 If the Service Provider utilizes Subcontractor(s) with respect to this Service Agreement then the Service Provider will require Subcontractor(s) to comply with all terms and conditions of this Service Agreement including, but not limited to the insurance requirements. The Contractor shall require all Subcontractors to supply a certificate of insurance as required herein before the Subcontractor commences any work.

## **ARTICLE 16**

### **SUCCESSORS AND ASSIGNS**

The Service Provider shall not assign its rights hereunder, excepting its right to payment, nor shall it delegate any of its duties hereunder without the written consent of the DCSD. Subject to the provisions of the immediately preceding sentence, each Party hereto binds itself, its successors, assigns and legal representatives to the other and to the successors, assigns and legal representatives of such other Party.

## **ARTICLE 17**

### **INSURANCE**

17.1 The Service Provider and all Subcontractors shall maintain insurance in the types and coverage amounts shown below, which insurance shall provide coverage for Service Provider during the term of this Service Agreement. Prior to the date the Service Provider signs this Service Agreement, the Service Provider shall provide the DCSD with (i) an endorsement from the insurer naming the DeKalb County School District and The DeKalb County Board of Education as an additional insured under the liability policies and (ii) certificate(s) verifying that these insurance coverages and limits are in force. Additional certificates of insurance shall be provided whenever individual policies are renewed (or replaced) on their anniversary date and at such other times as the DCSD requests.

17.2 If the Service Provider is a joint venture involving two (2) or more entities, then each independent entity shall satisfy the limits and coverages specified below or the joint venture will be a named insured under each respective policy specified.

17.3 The insurance requirements of this Service Agreement are:

<b>Type of Insurance</b>	<b>Coverage Limits</b>
Workers Compensation	\$1,000,000
Employer's Liability	\$1,000,000 annual aggregate
Comprehensive General Liability Including Contractual Liability, Bodily Injury and Property Damage	\$2,000,000 annual aggregate \$1,000,000 per occurrence
Comprehensive Auto Liability Bodily Injury and Property Damage Covering Owned, Hired and Non-Owned Autos	\$2,000,000 annual aggregate \$1,000,000 per occurrence
Professional Liability	
Umbrella or Excess Insurance	

17.4 The Service Provider waives all rights, including rights of subrogation, against the DCSD and its respective directors, officers, partners, Board Members, officials, agents, insurers, subcontractors, consultants and employees for damages covered by any type of insurance during and after the completion of the Work.

- 17.5 Certificates of Insurance must be executed with the following provisions:
- Certificates to contain policy number, policy limits, and policy expiration date of all policies issued in accordance with this Service Agreement;
  - Certificates to contain the project number, location of property, name of property and operations information to which the insurance applies;
  - Certificates are to be issued to:  
DeKalb County School District  
DeKalb County Board of Education  
1701 Mountain Industrial Blvd.  
Stone Mountain, GA 30083  
Attention: Risk Management Department
  - Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the DCSD.
  - Service Provider shall be responsible and have the financial wherewithal to cover any deductibles or retentions included on the certificate of insurance.

## ARTICLE 18

### ILLEGAL IMMIGRATION REFORM AND ENFORCEMENT ACT OF 2011

18.1 The Illegal Immigration Reform and Enforcement Act of 2011 applies to and is a requirement for all DCSD Contracts for physical performance of services (i.e. public works contracts).

18.2 Service Provider's compliance is set forth in Exhibit "B". The Service Provider warrants and represents that evidence of the Service Provider and their subcontractor(s)' compliance by completing the following forms is included in Exhibit "B" and incorporated herein as reference:

- (a) Immigration and Security Certification
- (b) Contractor Affidavit
- (c) Subcontractor Affidavit
- (d) Sub-Subcontractor Affidavit

## **ARTICLE 19**

### **TERMINATION FOR CAUSE**

19.1 Either Party hereto may terminate this Service Agreement upon giving seven (7) days prior written notice to the other Party in the event that such other Party substantially fails to perform its material obligations set forth herein. Any Party seeking to terminate this Service Agreement for cause shall, as a condition precedent to the termination of this Service Agreement, provide the other Party written notice specifically describing its failure to perform its material obligations and allow that Party thirty (30) days after receipt of the notice in which to cure any performance deficiency.

## **ARTICLE 20**

### **INDEMNIFICATION**

20.1 The Service Provider agrees to hold harmless and indemnify the DCSD, its Board, officers, employees and representatives (herein "Released Parties") from and against any and all liability, claims, actions, causes of action, losses, damages, demands, suits, judgments, costs and expenses arising out of bodily injury (including death) to persons, damage to property, or financial loss, including, but not limited to, any and all costs, expenses, legal fees and liabilities, incurred in and about investigation, defense or prosecution thereof, to the extent caused in whole or in part by a negligent act, error or omission of the Service Provider or any subcontractor(s), or as a result of defective Services under this Service Agreement.

20.2 The Service Provider further agrees to release, indemnify, defend and hold harmless the Released Parties from any and all claims, demands, rights, liabilities and causes of action inuring to the Service Provider from events over which the Released Parties exercise no control. The Service Provider further agrees to indemnify, defend and hold harmless the Released Parties from any and all claims, demands, rights, liabilities and causes of action arising out of DCSD's performance under this Service Agreement.

## **ARTICLE 21**

### **AGREEMENT ADMINISTRATION**

21.1 DCSD and the Service Provider have each appointed certain individuals whose names and phone numbers appear in Article 1 to be their respective representatives in the administration and performance of this Service Agreement. The DCSD's representative shall have no power or authority to change this Service Agreement, or to execute or agree to any change orders. The DCSD may change its representative or declare a designee by written notice to the Service Provider.

21.2 To be binding against the DCSD, and as a condition precedent thereto, any addition, deletion or modification to the terms of this Service Agreement must be in writing and signed by the DCSD.

The Service Provider acknowledges that the DCSD does not, and will not be deemed to, waive this condition precedent under any circumstances.

21.3 Failure of the DCSD or the Service Provider to insist in any one or more instances on performance of any of the terms and conditions of this Service Agreement, or to exercise any right or privilege contained in this Service Agreement or the waiver of any breach of the terms and conditions of this Service Agreement, shall not be considered as creating or constituting a waiver of any such terms, conditions, rights or privileges, and the same shall continue and remain in force and effect.

21.4 The Service Provider and the DCSD will adhere to all applicable health and safety laws, rules and regulations including Occupational Safety and Health Administration's ("OSHA") Rules and Regulations effective at the time the work was performed.

21.5 This Service Agreement shall be governed by the laws of the State of Georgia.

## **ARTICLE 22**

### **PUBLIC RECORDS**

22.1 The laws of the State of Georgia, including the Georgia Open Records Act, as provided in O.C.G.A. Section 50-18-70 et seq., require procurement records and other records to be made public unless otherwise provided by law.

## **ARTICLE 23**

### **FORCE MAJEURE**

23.1 The Service Provider will not be responsible or liable in any way for delay or failure to perform its obligations under this Service Agreement during any period which performance is prevented or hindered by conditions reasonably beyond its control, acts of God, fire, flood, and other unusually adverse weather conditions, war, embargo, explosions, riots, laws, rules, regulations and order of any governmental authority.

## **ARTICLE 24**

### **CAPTIONS**

24.1 The headings in this Service Agreement are for the convenience of the Parties hereto and shall in no way affect the construction or interpretation of this Service Agreement or any part hereof.

## ARTICLE 25

### ENTIRE SERVICE AGREEMENT

25.1 This Service Agreement constitutes the entire and exclusive Service Agreement between the Parties with reference to the Services and supersedes any and all prior communications, discussions, negotiations, understandings, or Service Agreements. This Service Agreement may be amended only by a writing signed by both the DCSD and the Service Provider. The signature of Service Provider below, represents to DCSD that he/she is duly authorized to execute and deliver this Service Agreement on behalf of Service Provider.

## ARTICLE 26

### MISCELLANEOUS

c. 26.1 Unless otherwise expressly provided to the contrary in this Service Agreement, the term “day” shall mean calendar day.

d. 26.2 Any claim, dispute or other matter in question arising out of or related to this Service Agreement shall be subject to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Service Provider’s services, the Service Provider may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation. The DCSD and Service Provider shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other Party to this Service Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a civil action but, in such event, mediation shall proceed in advance of legal or equitable proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by Service Agreement of the parties or a court order. The Parties shall share the mediator’s fee and any filing fees equally. The mediation shall be held in the place where the Program is located, unless another location is mutually agreed upon. Subject to the express approval of the DeKalb County Board of Education, agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

e. 26.3 The exclusive venue for any civil action arising out of or related to this Service Agreement shall be in the federal, superior, or state courts of DeKalb County, Georgia. If any civil action is instituted to interpret, enforce or rescind this Service Agreement, the prevailing party in such lawsuit shall be entitled to recover, in addition to any other relief awarded, its reasonable attorney fees and other fees, costs, and expenses of every kind, incurred in connection with the lawsuit.

f. 26.4 If any provision of this Service Agreement or the application thereof to any person or circumstance shall to any extent be held invalid, then the remainder of this Service Agreement or the application of such provision to persons or circumstances, other than those as to which it is held invalid, shall not be affected thereby, and each provision of this Service Agreement shall be valid and enforced to the fullest extent permitted by law.

g. 26.5 This Service Agreement may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same Service Agreement. A scanned or photocopy of an original signature shall be deemed an original for purposes of this Service Agreement.

26.6 Service Provider, and all personnel of Service Provider, agree to a background check. The Service Provider, and all personnel of Contractor, shall undergo the same criminal background check, within the last 365 days, as required by DCSD employees. Such background checks will be performed by DCSD at the expense of the Service Provider. Additionally, any charges against the Service Provider, or personnel, may be deemed unacceptable in DCSD’s sole discretion regardless of whether dismissed, expunged, sealed, removed from the record, treated as a “first offender” or dead docketed. Upon receipt and evaluation of DCSD’s background check results, DCSD may demand that the personnel named in the check result, not provide services to DCSD premises. Any failure of the Service Provider, or personnel, to obtain a criminal records background check through DCSD, as stated herein, may result in termination of any resulting contract between Service Provider and DCSD. Confirmation of background checks must be submitted in writing prior to commencement of any services to DCSD to: Ms. Carla Smith, Purchasing Manager III, DeKalb County School District, 1701 Mountain Industrial Boulevard, Stone Mountain, Georgia, 30083.

26.7 Service Provider shall obtain prior written approval from DCSD’s Department of Communications before the distribution of any news, press release or any marketing materials, by Service Provider, which mentions DCSD, DeKalb County Board of Education, or any of the schools or centers within DCSD, or uses DCSD’s logo or trademark. All requests for prior written approval shall be sent to: Communications Department, DeKalb County School District, 1701 Mountain Industrial Blvd., Stone Mountain, Georgia, 30083.

IN WITNESS WHEREOF, the DCSD and the Service Provider, agreeing to the above terms and conditions and intending to be legally bound and each acting through persons duly authorized, have placed their signatures on duplicate original copies of this Service Agreement.

DCSD:

SERVICE PROVIDER:

DEKALB COUNTY SCHOOL DISTRICT

\_\_\_\_\_

By: \_\_\_\_\_  
[Signature]

By: \_\_\_\_\_  
[Signature] [SEAL]

Dr. Devon Horton, Superintendent

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

1701 Mountain Industrial Blvd  
Stone Mountain, GA 30083

\_\_\_\_\_  
\_\_\_\_\_  
Address

\_\_\_\_\_  
[Date of Execution]

\_\_\_\_\_  
[Date of Execution]

**EXHIBIT "A"**

DeKalb County School District RFP No. 25-608

For

**K-12 Routing and Planning with GPS Integration System**

**EXHIBIT "B"**

Service Provider's Proposal including pricing  
and any applicable Scope of Services  
and any applicable Payment and Payment Terms Schedule  
attached except that objections or amendments by the  
Service Provider that have not been explicitly accepted by DCSD in  
Writing In this Service Agreement and Contract shall not be included in  
the Contract Documents Or this Service Agreement and shall be given  
no weight or consideration

**EXHIBIT "C"**

DeKalb County Board of Education Directive

Signed by the Superintendent and dated \_\_\_\_\_

**EXHIBIT "D"**

Notice of Award Letter Dated \_\_\_\_\_

**END OF EXHIBITS**

# Attachment I

## RFP 25-608 K-12 Routing and Planning with GPS Integration System

### SIGNATURE PAGE

I certify that I have read this RFP document in its entirety and agree to conform to and comply with the terms, conditions and requirements of this RFP. I also certify that I am a duly appointed official of the offering company with the authority to authorize and engage this RFP submittal. Further, I certify that the contents of the response to this RFP are true, accurate and complete.

\_\_\_\_\_  
Printed Name/Engaging Authorized  
Company Official

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Offeror's Company Name

\_\_\_\_\_  
Signature/Engaging Authorized  
Company Official

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**END OF RFP**