REQUEST FOR PROPOSALS

Transportation Tracking System

Lake County School District R-1
Leadville, Colorado

Issue Date: 11/10/2026
Deadline for Vendor Questions: 11/20/2026
Proposal Submission Deadline: 12/18/2026
Anticipated Award Date: January/February 2027
Target Implementation: Winter-Spring 2027

1. NOTICE TO BIDDERS

Lake County School District R-1 ("District" or "LCSD") invites qualified vendors to submit proposals for an integrated transportation management system.

The District seeks a cost-effective, scalable solution that provides three primary functions:

1. **GPS Vehicle Tracking and Driver Navigation:** Real-time vehicle visibility and turn-by-turn navigation for regular routes, field trips, and athletic transportation.
2. **Field Trip and Activity Transportation Management:** Electronic transportation requests, administrative approvals, vehicle and driver scheduling, and trip management.
3. **Transportation Cost Accounting:** Accurate tracking of driver hours and mileage, automated cost calculations, and generation of invoices or internal department charges.

The District also seeks information and separate pricing for future student accountability, parent communication, and transportation change request

capabilities. The District's goal is to improve transportation safety, efficiency, financial accountability, and communication while minimizing recurring subscription costs and administrative workload.

LCSD encourages vendors to propose innovative approaches that meet the District's operational needs without requiring an individual paid subscription or dedicated tablet for every vehicle. Vendors may propose a single integrated platform or a combination of compatible products that collectively meet the District's requirements. Where multiple products are proposed, the responding vendor shall identify all components, integrations, associated costs, and support responsibilities. The responding vendor shall serve as the District's primary point of contact and assume responsibility for coordinating implementation and ongoing support of the proposed solution.

The District reserves the right to reject any or all proposals, waive informalities or irregularities as permitted by applicable requirements, and accept the proposal determined to be in the District's best interest, consistent with applicable procurement requirements and District policy.

2. DISTRICT BACKGROUND

Lake County School District is a rural public school district located in Leadville, Colorado, serving approximately 760 students. The District operates in a high-altitude mountain environment where winter weather, road conditions, mountainous terrain, and limited cellular coverage may affect transportation operations.

The District seeks a solution appropriate for a small transportation department that must support regular student transportation, athletics, field trips, and other District travel.

The District places particular importance on student safety, fiscal responsibility, equitable access, operational efficiency, and minimizing unnecessary work for school personnel.

3. CURRENT TRANSPORTATION OPERATIONS

3.1. Fleet

The District currently operates:

Vehicle Type	Quantity
Full-size school buses	13

Activity buses	4
District cars	4
Total	**21**

Transportation Operations Information:

- The District operates eight (8) regular daily transportation routes.
- Additionally, approximately two (2) to four (4) buses may be used simultaneously for field trips, athletics, and other activities.
- Both full-size school buses and activity buses may be used for extracurricular transportation.
- Authorized coaches and other District personnel may operate activity buses.
- Vehicle and driver assignments may change based on operational needs.

3.2. Current Administrative Processes

The District currently uses a homegrown electronic system for portions of its field trip transportation request and management process. Management within the transportation department is mostly through whiteboards, emails, and texts.

The District seeks to reduce manual data entry, scheduling conflicts, duplicate communications, and the time required to calculate and allocate transportation costs.

3.3. Initial Equipment Strategy

The District anticipates an initial purchase of ten (10) driver tablets or equivalent navigation devices.

Vendors shall provide options for expanding the number of devices and for tracking additional vehicles without unnecessary recurring subscription costs.

The District has not predetermined whether permanently installed, portable, or hybrid equipment configurations provide the best value.

Vendors are encouraged to recommend a configuration based on operational reliability, flexibility, ease of use, and total cost of ownership.

4. PROJECT OBJECTIVES

The proposed system should:

1. Provide accurate and timely vehicle location information.
2. Support safe, reliable navigation for daily routes and activity transportation.

3. Simplify transportation requests, approvals, and scheduling.
4. Improve visibility of vehicle and driver availability.
5. Capture or facilitate verification of actual driver time and mileage.
6. Automate transportation cost calculations and internal billing.
7. Minimize recurring subscription and connectivity expenses.
8. Support changing vehicle and driver assignments.
9. Provide a practical pathway to future student accountability.
10. Minimize additional workload for school staff, drivers, students, and families.
11. Support future family communication and transportation visibility.
12. Protect District information and support applicable accessibility requirements.

5. TECHNICAL REQUIREMENTS

5.1. GPS Tracking

The proposed system shall support:

- Real-time tracking of equipped vehicles.
- Administrative location dashboards.
- Vehicle location history.
- Trip and mileage records.
- Authorized user access controls.
- Expansion to additional vehicles.

Vendors shall disclose typical location update frequency, expected accuracy, connectivity requirements, and limitations.

5.2. Navigation

The system shall support turn-by-turn navigation for regular routes and activity transportation. Vendors shall identify any limitations related to vehicle size, weight, road restrictions, or mountainous terrain.

Vendors shall describe:

- Route creation and assignment.
- Navigation for full-size school buses.
- Navigation for activity buses and cars.
- Vehicle-specific routing restrictions.
- Offline map and navigation functionality.
- Route changes and driver reassignment.

- Hands-free or low-interaction operation.

5.3. Hardware

Vendors shall price ten (10) initial tablets or equivalent devices. Lake County encounters significant daily temperature swings and severe winter weather conditions. Hardware should be appropriate to these conditions.

Proposals shall describe:

- Recommended hardware.
- Device mounting and power.
- Durability and warranty.
- Cellular connectivity.
- Replacement costs.
- Portable versus permanently installed configurations.
- Device management and security.
- Additional device pricing.
- Compatibility with future student accountability equipment.

5.4. Field Trip Management

The system shall provide:

- Electronic request submission.
- Administrative approval workflows.
- Transportation scheduling.
- Vehicle and driver assignment.
- Conflict identification.
- Centralized calendar.
- Automated status notifications.
- Request modifications and cancellations.
- Trip completion records.
- Reporting and record export.

5.5. Cost Accounting

The system shall support:

- Configurable driver hourly rates.
- Configurable vehicle mileage rates.
- Estimated trip costs.

- Actual trip costs.
- Driver time and mileage verification.
- School and department cost allocation.
- Automated invoices or internal charges.
- Financial exports.
- Authorized corrections and audit records.

The District has not finalized its financial system integration requirements.

Vendors shall identify supported accounting integrations and standard export formats.

6. GPS DEPLOYMENT AND PRICING ALTERNATIVES

Vendors shall provide comparable pricing for the following three configurations.

Configuration A - Limited Deployment

- Ten (10) initial navigation devices.
- GPS tracking for ten (10) active vehicles.
- Optional expansion to the remaining eleven (11) vehicles.

Configuration B - Full-Fleet GPS

- Ten (10) initial navigation devices.
- GPS tracking for all twenty-one (21) vehicles.
- Separate pricing for GPS-only units where applicable.

Configuration C - Vendor-Recommended Hybrid

Vendors may propose a combination of:

- GPS-only hardware.
- Portable tablets.
- Permanently installed tablets.
- Transferable software licenses.
- Inactive or seasonal subscriptions.
- Fleet-based licensing.
- Other cost-saving approaches.

Vendors shall identify all limitations, activation requirements, and costs.

The District is not obligated to select the most extensive configuration.

7. DATA SECURITY, PRIVACY, AND ACCESSIBILITY

The proposed system shall meet applicable legal and District requirements concerning information security, privacy, and accessibility.

Vendors shall provide information regarding:

- Data ownership and permitted uses.
- Encryption and secure transmission.
- Authentication and role-based access.
- Administrative audit logs.
- Data retention and deletion.
- Security incident notification.
- Third-party service providers.
- Hosting locations and arrangements.
- Data export and transition assistance.
- Mobile device security.
- Accessibility standards and known limitations.

Future student accountability capabilities must support integration with PowerSchool, subject to District technical approval.

Student-specific functionality must comply with applicable FERPA requirements and Colorado student data privacy requirements.

The District may require additional security review, privacy agreements, and contractual safeguards before any student information is transferred.

8. VENDOR QUALIFICATIONS

Vendors shall provide:

- Legal business name and address.
- Primary contact information.
- Years in operation.
- Description of relevant products and services.
- Experience serving K–12 school districts.
- At least two relevant customer references.
- Information regarding implementation and technical support personnel.
- Available warranties and service commitments.

Vendors should identify comparable implementations involving small or rural school districts where possible.

9. REQUIRED PROPOSAL CONTENTS

Proposals shall contain the following sections:

- Executive summary.
- Company qualifications and references.
- Proposed technical solution.
- GPS deployment configuration comparison.
- Hardware recommendations.
- Field trip management capabilities.
- Transportation accounting capabilities.
- Responses to the Concept of Operations scenarios.
- Future student accountability options.
- Future parent-facing options.
- Implementation and training plan.
- Data privacy, security, and accessibility information.
- Technical support and warranty.
- Detailed pricing schedule.
- Proposed contract terms.
- Exceptions or deviations from RFP requirements.

Vendors shall clearly identify any functionality that requires custom development, third-party software, or additional licensing.

10. Pricing Summary

Vendors shall provide itemized pricing for each proposed GPS deployment configuration, including all hardware, software, installation, connectivity, training, and support required for operation.

Configuration	First Year Total	Annual Renewal Total
Config A: 10 vehicles, 10 navigation devices		

Config B: 21 vehicles, 10 navigation devices		
Config C: Vendor-recommended hybrid		

Vendors shall separately identify:

- Additional tablet cost per unit.
- Additional GPS hardware and activation cost per vehicle.
- Annual licensing and connectivity charges.
- Field trip management and accounting costs.
- Implementation, training, and support expenses.
- Optional student accountability and parent communication costs.
- Any minimum subscriptions, cancellation fees, or price increases.

Vendors shall identify all costs included in each configuration total to avoid double counting. Vendors shall also provide an illustrative five-year total cost of ownership. This comparison does not constitute a commitment to a five-year contract.

11. Subscription Flexibility

Vendors shall specifically address:

- Suspension of inactive vehicle subscriptions.
- License transfers between vehicles.
- Districtwide or fleet-based pricing.
- Minimum subscription commitments.
- Charges for inactive devices.
- Seasonal activation and deactivation.
- Additional vehicle activation costs.
- Renewal price guarantees.
- Price escalation provisions.
- Data export and termination charges.

12. IMPLEMENTATION SCHEDULE

Vendors shall propose a schedule targeting Spring 2027.

The schedule shall identify:

- Contract execution.
- Project kickoff.
- Hardware procurement.
- Installation.
- Software configuration.
- Workflow testing.
- Training.
- Acceptance testing.
- Operational launch.

Vendors shall identify any constraints that could prevent the proposed launch date.

13. EVALUATION CRITERIA

Proposals will be evaluated using the following proposed weighted criteria, subject to final District approval.

Criterion	Weight
Total cost of ownership and subscription flexibility	30%
Core system functionality	25%
Ease of use and administrative workload reduction	20%
Implementation, training, and support	10%
Future student accountability and expandability	10%
Vendor experience and references	5%
Total	**100%**

The District will consider vendor responsibility, qualifications, service quality, pricing, and the overall interests of the District consistent with applicable policy.

The District may request demonstrations, clarification, or additional information as permitted by its procurement procedures.

Optional parent features will be considered within future expandability rather than treated as mandatory initial functionality.

14. CONTRACT TERMS

The District anticipates an initial one-year contract with options for annual renewal, subject to District approval, satisfactory performance, and available funding.

The selected vendor shall provide evidence of appropriate liability insurance and, where applicable, workers' compensation coverage.

Any contract shall comply with applicable Colorado law and District policy.

Contract terms shall not require the District to hold another entity harmless, participate in prohibited binding arbitration, waive applicable student data protections, or accept other terms prohibited by District policy or applicable law.

Where vendor personnel provide direct services to students, applicable background-check requirements shall be included.

The District may require additional data privacy and security agreements.

No contract shall become binding until executed by authorized District representatives.

15. PROPOSAL SUBMISSION

RFP Title: Transportation Tracking System

Questions Contact: Jim Mulcey, jmulcey@lakecountyschools.net, 719-293-0489

Questions Deadline: 11/20/2026

Submit proposals to: Jim Mulcey, jmulcey@lakecountyschools.net, 719-293-0489

Submission Deadline: 12/18/2026

Proposals shall remain valid for 60 days following the submission deadline.

16. DISTRICT RIGHTS AND RESERVATIONS

Consistent with applicable law and District procurement policies, LCSD reserves the right to:

- Reject any or all proposals.
- Waive informalities or irregularities.
- Request additional information.
- Verify vendor references and qualifications.
- Request product demonstrations.
- Negotiate permitted contract terms.
- Decline to proceed with a purchase.
- Select the proposal determined to be in the District's best interest.
- Purchase optional equipment or services separately where permitted.

Issuance of this RFP does not obligate the District to award a contract or reimburse proposal preparation expenses.

Appendix A

Concept of Operations

Lake County School District seeks a transportation management system that improves operational efficiency, reduces administrative workload, and supports future student accountability and family communication.

The following scenarios describe the District's desired operating environment. Vendors should briefly explain how their proposed system addresses each scenario, identifying any limitations, required equipment, staff responsibilities, and additional costs.

The District does not require a particular technical approach.

Part 1 - Initial Implementation

Scenario 1 - Daily Transportation and Vehicle Assignments

The District operates eight regular daily transportation routes, with additional vehicles assigned to field trips and athletic transportation. Transportation personnel need to monitor vehicle locations, provide drivers with navigation, and accommodate changing vehicle assignments.

Vendors should describe:

- How drivers access assigned routes and turn-by-turn navigation.
- How transportation staff monitor vehicle locations.
- How the system handles a bus or driver substitution.
- How navigation and GPS tracking operate with limited cellular coverage.
- Whether devices and subscriptions can be transferred between vehicles.

Scenario 2 - Field Trip Requests and Scheduling

A teacher or coach submits a transportation request. The appropriate administrator approves the request, and transportation assigns a vehicle and driver.

Vendors should describe:

- How requests are submitted and approved.
- How transportation schedules vehicles and drivers.
- How scheduling conflicts are identified.
- How assignments, changes, and cancellations are communicated.
- Whether requesting staff can monitor the status of their requests.

Scenario 3 - Trip Completion and Cost Accounting

Following a field trip or athletic event, the District needs to determine actual driver time and mileage and charge the appropriate school or department.

Vendors should describe:

- How driver time and mileage are recorded.
- Whether information is collected automatically or entered manually.
- How staff review and correct recorded information.
- How transportation charges are calculated.
- How invoices or internal department charges are generated and exported.

Vendors should identify the level of manual work required to complete the billing process.

Part 2 - Future Student Accountability

The District is evaluating student accountability for possible future implementation. These capabilities are not required for the initial deployment. The District is particularly concerned about school dismissal workload, driver responsibilities, and the time required for student boarding verification.

Scenario 4 - School Dismissal and Student Manifests

School personnel need access to accurate transportation assignments and may need to monitor which students have boarded their assigned buses.

Vendors should describe:

- How school staff access and update bus manifests.
- How student transportation assignments integrate with PowerSchool.
- Whether students can be checked into a loading area before boarding.
- How same-day transportation changes are managed.

- How staff identify students who have not boarded.
- What information is available through a school dismissal dashboard.

Vendors should explain which activities are automated and which require school staff intervention.

Scenario 5 - Student Boarding, Exit, and Missing Credentials

The District is interested in student boarding and exit verification methods that are accurate, efficient, and minimize additional work.

Vendors should describe:

- Available identification methods, including alternatives to physical cards or badges.
- What students and drivers must do during boarding.
- How student exits are recorded.
- How students without identification credentials are processed.
- How unexpected boarding or missing students are handled.
- Whether boarding verification operates without cellular connectivity.

Boarding Time Estimates

Vendors should provide estimated times for:

Activity	**Estimated Time**
One student with identification	_____ seconds
One student without identification	_____ seconds
Boarding 25 elementary students	_____ minutes
Boarding 50 elementary students	_____ minutes
Processing 5 students without identification	_____ minutes

Vendors should indicate whether these estimates are based on actual customer experience, product testing, or assumptions, and identify staffing and equipment assumptions.

Part 3 - Future Parent Experience

Scenario 6 - Parent Access and Communication

The District may consider future parent-facing transportation capabilities. These features are optional and are not required for the initial implementation.

Vendors should describe:

- What parents can see using GPS tracking alone.
- Whether families can view bus locations and estimated arrival times.
- Whether parents can receive delay, boarding, and exit notifications.
- Whether the system supports two-way communication.
- Whether parents can request transportation changes subject to District approval.
- How parent access is secured and restricted.
- Whether Spanish-language communication and non-smartphone access are supported.

Vendors should clearly distinguish capabilities available with GPS tracking alone from those requiring student accountability, PowerSchool integration, or additional modules.

Vendor Response Expectations

For each scenario, vendors should provide a concise explanation of their proposed workflow, including:

1. How the system supports the scenario.
2. Required actions by District personnel, drivers, students, or families.
3. Any significant limitations or manual processes.
4. Additional equipment, integration, or subscription costs.

Vendors may reference existing product documentation rather than repeat technical specifications already provided elsewhere in their proposals.