

## Niles Community Schools District Pupil Transportation RFP

### **1.1.8 Intent to Respond**

Any party who intends to respond to this RFP shall submit an Intent to Respond, including the name of contact person and address, with fax number and e-mail address, to Thomas Skarbek no later than **February 8, 2019**. Except for the Proposal itself, Proposers may submit an Intent to Respond and other communications to the NILES COMMUNITY SCHOOLS by e-mail. The NILES COMMUNITY SCHOOLS intends to communicate (e.g., RFP clarifications and addenda) with Proposers by e-mail, except for any Proposer not listing or declining such means of communication in its Intent to Respond. Except for the Proposal itself, references in this RFP to "written" form of communications include e-mail.

### **1.1.9 Additional Requests for Clarification**

Prospective Proposers may request that the NILES COMMUNITY SCHOOLS clarify information contained in the RFP. All such requests must be made in writing to Thomas Skarbek. The NILES COMMUNITY SCHOOLS will provide a written response to all written requests for clarification within five (5) business days after the receipt of such request. The NILES COMMUNITY SCHOOLS will not respond to any request for clarification received after the close of business on **2/14/19**. The NILES COMMUNITY SCHOOLS response to any request for clarification will be provided upon request.

### **1.1.10 Restrictions on Communication**

From the issue date of the RFP until a contract is awarded, Proposers shall not communicate about the subject of the RFP or a Proposer's Proposal with the NILES COMMUNITY SCHOOLS, Board of Education members, administrators, faculty, staff, students, or employees, except for Requests for Clarification in accordance with paragraph 1.1.9.

### **1.1.11 Addenda to the RFP**

If it becomes necessary to revise any part of the RFP, notice of the revision will be e-mailed in the form of an addendum to all parties who have submitted an Intent to Respond. All addenda shall become a part of the RFP. In its Proposal, each Proposer should, to avoid any miscommunication, acknowledge all addenda which it has received, but the failure of a Proposer to receive, or acknowledge receipt of, any addendum shall not relieve the Proposer of the responsibility for complying with the terms thereof. Acknowledgment by the Proposer should consist of returning an e-mail verifying receipt of the addenda, as part of the Proposal.

### **1.1.12 RFP/Proposal Information Controlling**

NILES COMMUNITY SCHOOLS intends that all Proposers have equal access to information relative to the RFP and that the RFP contains adequate information. Part of the RFP preparation has included discussions with selected prospective Proposers; however each Proposer shall prepare its Proposal based only on the information contained in the RFP, notwithstanding any information that may have been previously provided. A prospective Proposer, noting any inconsistency between the information contained in the RFP and any information previously provided to it, should request clarification (refer to section 1.1.9). No information communicated, either verbally or in writing, to or from a Proposer shall be effective unless confirmed by written

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**1.5 TERM OF CONTRACT**

The term of this Contract shall be for five (5) years.

**1.6 SELECTION TIMELINE**

*The NILES COMMUNITY SCHOOLS' anticipated timeline for its selection process is:*

Advertisement dates	<i>January 21 &amp; 22, 2019</i>
Deadline for filing "Intent to Respond" Deadline	<i>February 8, 2019</i>
Deadline for written requests for clarifications	<i>February 14, 2019</i>
Deadline for Proposals NILES COMMUNITY SCHOOLS Central Office Building Conference Room	<i>February 15, 2019</i>
Interviews and presentations to the NILES COMMUNITY SCHOOLS to be scheduled	<i>February 25 thru February 29, 2019</i>
NILES COMMUNITY SCHOOLS formal announcement of Contract award effective date of	<i>March 4, 2019</i>
Implementation of Contract begins	<i>July 1, 2019</i>