



ADDENDUM 1

FOR

RFP 07_25_26 – SPECIAL EDUCATION TRANSPORTATION SERVICES

DATED OCTOBER 27, 2025

This addendum is issued as part of the bid documents for the referenced project and serves to amend, clarify, or otherwise modify the original project specifications as outlined below.

Bidders are required to acknowledge receipt of this addendum in their bid submission. Failure to acknowledge this addendum may result in disqualification of the bid.

1. Answers to Questions submitted by October 17, 2025.

To offer the most price competitive and cost-effective transportation solution, our pricing is a base price fee + a per-mile fee. May we adjust the proposal to reflect our pricing structure to ensure that the cost is evaluated appropriately?	Not at this time. All fees must be submitted based on the pricing format outlined in the RFP.
Would the District be interested in bids from cost-effective alternative transportation solutions utilizing sedans and SUVs as a supplement in cases where transportation needs are most efficiently met by smaller vehicles (e.g. special education, IEP, McKinney Vento, and/or other small group and individual rides provided on an as-needed basis)?	Yes. Alternative transportation solutions using sedans and SUVs are acceptable and can be utilized on an as-needed basis to meet transportation requirements efficiently.
What is the District's minimum expectation for time to service requests for transportation?	The SCCOE's minimum expectation for responding to transportation service requests is five (5) business days.
Is there an anticipated number of vendors to be awarded through this solicitation?	The number of vendors to be awarded through this solicitation will be determined based on program needs.
What is the projected contract term?	The contract is for the period January 1, 2026, to June 30, 2026 . The full-year contract will then resume from July 1, 2026, to June 30, 2027 , with SCCOE having the option to renew for up to four (4) additional one-year terms , for a total contract period of five years .
What is the anticipated award date?	Once the SPED team completes their evaluations, the top three vendors will be invited for interviews by November. The notice of award is anticipated to be issued via email on December 2025. (dates are subject to change).
In order to assist proposers in offering competitive pricing, please provide the following information: -	This information is not available at this time.

Current and/or previous contractor(s) - Current contractor rates - Sample invoices	
Could the district please clarify whether the required base rate should be calculated per vehicle or per student for this proposal?	The required base rate should be calculated per vehicle.
On page 23, item 4 states a requirement for professional liability insurance. Such policies typically apply to professional services (e.g., architects, engineers, consultants) and are not commonly required for transportation services, which are covered under general liability insurance. Please clarify whether this requirement was listed in error and is not applicable.	The requirement for professional liability insurance was listed in error and is not applicable to transportation services. Contractors are only required to maintain the insurance coverages specified elsewhere in the RFP, including general liability and other relevant policies.
On page 26, item 6 mentions that student aides may be required. For students who may need aides or assistants, will the students be provided an aide by the Office of Education or the District? Aides are generally assigned based on specific student needs and are usually provided by other agencies. Please clarify if that would be the case here.	The requirement for student aides depends on the specific student routes. For students being transported to a Non-Public School (NPS), the transporting agency must provide the aide. For students being transported to an SCCOE-based program, SCCOE will provide the aide.
Could you please confirm whether the vehicle specifications listed in Vendor Questionnaire, Item 11 (including make, body, model, capacity, and GVW) apply only to school buses, or if they also include smaller vehicles such as sedans or vans?	Not at this time. The vehicle specifications listed in Vendor Questionnaire, Item 11, apply only to school buses.
The RFP states that each driver must be familiar with the operation of the mobile two-way radio system. Our company uses sedans and smaller vehicles, which are not equipped with two-way radios, and we communicate with drivers through a dispatch system and mobile devices. Would this communication method meet the district's requirement, or is the use of two-way radios mandatory?	The use of two-way radios is mandatory for all vehicles. Communication via dispatch systems or mobile devices does not satisfy this requirement.
Our drivers have already completed Live Scan fingerprinting and TB testing as part of our internal onboarding process, and we maintain current documentation for each driver. Would the district accept copies of these records, or are new Live Scan appointments required to be processed through the district's system?	<p>All drivers providing services under this contract must complete fingerprinting and background clearance specifically through the Santa Clara County Office of Education (SCCOE) process. Existing Live Scan records obtained through other agencies or employers cannot be accepted in lieu of SCCOE's clearance. The applicable fingerprinting fee will apply per individual processed through SCCOE.</p> <p>This requirement ensures compliance with California Education Code and SCCOE's internal safety and security protocols. Fingerprint results are agency-specific and cannot be shared between organizations; therefore, a separate clearance must be conducted directly through SCCOE to verify eligibility for working with students and on school premises.</p>
Since we contract with independent drivers who use their own vehicles, may we provide the required vehicle details (make, model, capacity, GVW, year, etc.) after drivers have been vetted and selected to perform services under this contract, rather than listing them at the time of bid submission?	Yes. Vehicle details for independent drivers may be provided after the drivers have been vetted and selected to perform services under this contract.

Will the district consider a flat-rate pricing model that is all-inclusive of equipment, administrative costs, and a designated driver, rather than a mileage-based pricing structure?	Not at this time. The district requires submission based on the pricing structure outlined in the RFP; however, alternative flat-rate pricing may be considered if the bid is accepted.
Will the district be providing equipment such as safety vests, car seats, booster seats, buckle guards, and tether mounts, or would the vendor be responsible for supplying these items? If the vendor is to provide them, should the cost of this equipment be listed as a separate line item in the proposal?	Dependent on the equipment. SCCOE will reimburse a separate line item in the event that a specific piece of equipment is required.
Is the district seeking the vendor to provide designated drivers for assigned routes? If so, would the district like the associated cost of providing designated drivers to be itemized in the proposal?	Yes. The district requires vendors to provide designated drivers for assigned routes, and the associated costs should be itemized in the proposal.
If a vendor is unable to provide ride assistants as part of their transportation services, will their proposal still be considered for award, or is the inclusion of ride assistants a mandatory requirement for this bid?	The inclusion of assistants is required
The RFP requests that bidders include a list of proposed subcontractors and their roles for this project. However, Section 4 states that “Vendors may not subcontract with other transportation firms to provide any services of this Proposal.” Could the County please confirm whether subcontracting will be permitted—specifically when the bidder retains complete operational oversight and accountability for all services provided?	<p>Subcontracting with other transportation firms to provide student transportation services is not permitted under this solicitation. The intent of Section 4 is to ensure that the awarded contractor maintains full operational control, staffing, and direct service delivery for all transportation activities associated with this contract.</p> <p>The use of subcontractors for ancillary or support functions—such as vehicle maintenance, fueling, or administrative services—may be permitted, provided that the prime contractor retains full oversight and accountability for all work performed. Any proposed subcontractors for such ancillary functions must be clearly identified in the proposal submission, including a description of their roles and responsibilities.</p>
If subcontracting is permitted under this RFP, could the County please clarify whether there is a specific form, section, or format in which bidders should submit subcontractor information?	<p>Subcontracting with other transportation firms to provide student transportation services is not permitted under this solicitation. The intent of Section 4 is to ensure that the awarded contractor maintains full operational control, staffing, and direct service delivery for all transportation activities associated with this contract.</p> <p>The use of subcontractors for ancillary or support functions—such as vehicle maintenance, fueling, or administrative services—may be permitted, provided that the prime contractor retains full oversight and accountability for all work performed. Any proposed subcontractors for such ancillary functions must be clearly identified in the proposal submission, including a description of their roles and responsibilities.</p>
Could the County please clarify whether the contract included as <i>Attachment E</i> is required to be completed and	Attachment E is a sample of SCCOE’s Professional Services Agreement and does not need to be completed or

submitted with the bid, or if it is provided for reference and review at this stage?	submitted with the proposal. It will only be filled out by the vendor to which the contract is awarded to.
The RFP references a need for on-demand transportation services. Our company's model is best suited for fixed-route transportation, with an emphasis on maintaining consistent drivers to support reliability and familiarity for passengers. Could the County please confirm whether it is acceptable for bidders to propose services limited to fixed routes only? If not, could the County further clarify its expectations for the on-demand portion of the services, including anticipated trip volumes and expected response or turnaround times?	The bid could include fixed routes, however, priority will be maintained for vendors that can provide on-demand services.
The RFP states that "The Contractor shall carry SCCOE always furnished Pupil Identification/Emergency Cards on vehicles." Could the County please clarify this requirement? Would it be acceptable for school staff to instead be provided with vehicle and driver information, while drivers carry identification badges and wear vendor-branded safety vests when conducting transportation at the school site?	No. Contractors are required to carry the SCCOE-issued Pupil Identification/Emergency Cards on vehicles as specified in the RFP.
Our operating model does not include a local garage that would be available for County inspection. However, we can make vehicles available for inspection at an alternate, mutually agreed-upon location. Would this arrangement be acceptable to the County?	No. Vehicles must be available for inspection at a local garage accessible to the County as specified in the RFP.
The RFP specifies that all vehicles must be equipped with a two-way radio network system licensed by the Federal Communications Commission, in addition to drivers carrying a functioning cell phone. Could the County please confirm whether it would be acceptable for small-capacity vehicles to instead utilize GPS-enabled technology that communicates with dispatch in real time, ensuring continuous tracking and communication throughout all trips?	Two-way radio communication is required for all vehicles. GPS-enabled technology alone does not satisfy this requirement.
Will SCCOE release the current rate structure or pricing model (per-mile, per-trip, or per-day) used under the existing contract?	Not at this time. SCCOE will not release the current rate structure or pricing model used under the existing contract.
Will SCCOE consider including liquidated damages for late arrivals, missed trips, or unapproved cancellations to ensure contractor accountability and consistent service delivery?	SCCOE does not currently include liquidated damages for late arrivals, missed trips, or unapproved cancellations in this solicitation. Contractor accountability and service standards are addressed through the terms and conditions of the RFP.
How will SCCOE compare different pricing models (e.g., per-trip vs. per-mile vs. per-hour) to ensure an equitable cost analysis among all proposers?	SCCOE will evaluate all proposals based on the pricing structure specified in the RFP. Alternative pricing models will not be considered in the cost comparison unless specifically requested or approved after award.
In reference to the section, Listing Subcontractors, pg. 22, it states forms are provided with the contract documents, however, I am unable to locate them. Could you please clarify where within the documents the subcontractor forms can be found?	This is an error in the RFP. To clarify, subcontractors are not permissible at this time, and no subcontractor forms are required.

The RFP projects 10–12 students for 2025–26. Does SCCOE anticipate that this number could significantly increase during the school year?	No. SCCOE does not anticipate a significant increase in the projected number of students during the 2025–26 school year.
For Non-Public School transportation, are the majority of students ambulatory, or should vendors expect a mix of ambulatory and wheelchair riders?	Vendors should expect a mix of ambulatory and wheelchair riders; however, the majority of students are likely to be ambulatory.
Will SCCOE assign students to vendors by route, or will vendors be expected to provide on-demand coverage for new students as they are added throughout the year?	Vendors will be expected to provide coverage for new students as they are added throughout the year.
If multiple providers are awarded, how will routes be allocated between vendors?	Route allocation between multiple providers will depend on program needs.
Does SCCOE require contractors to provide route optimization software or GPS portal access for district staff/parents, or is that optional?	Providing route optimization software or GPS portal access for district staff or parents is optional.
Will SCCOE accept alternative pricing formats that more accurately reflect small-capacity service, as long as all requested cost data is included? Base fee + mileage?	Not at this time. SCCOE will only accept the pricing format specified in the RFP.
Does SCCOE have an estimated budget allocation for alternative/small-capacity transportation in this contract period?	No. SCCOE does not have an estimated budget allocation for alternative or small-capacity transportation for this contract period.
The RFP requires vehicles to be ≤ 10 years old and $\leq 150,000$ miles. Would SCCOE allow exceptions for specialized vehicles (e.g., wheelchair vans) that exceed mileage but are still compliant with state inspection standards?	No. SCCOE will not allow exceptions to the vehicle age or mileage requirements specified in the RFP
Are vendors required to provide standby vehicles equal to 10% of the active fleet at all times, or only during peak months?	Vendors are required to provide standby vehicles only as needed, based on program requirements and peak periods, rather than maintaining 10% of the fleet at all times.
Will SCCOE require camera systems on vehicles?	Yes. SCCOE requires that all vehicles be equipped with camera systems.
Our company already requires all of our drivers to undergo Live Scan fingerprinting as part of our compliance process. Will SCCOE accept our existing Live Scan clearance records, or must all drivers also complete the fingerprinting process directly through SCCOE's system (at the \$74 fee)?	<p>All drivers providing services under this contract must complete fingerprinting and background clearance specifically through the Santa Clara County Office of Education (SCCOE) process. Existing Live Scan records obtained through other agencies or employers cannot be accepted in lieu of SCCOE's clearance. The applicable fingerprinting fee will apply per individual processed through SCCOE.</p> <p>This requirement ensures compliance with California Education Code and SCCOE's internal safety and security protocols. Fingerprint results are agency-specific and cannot be shared between organizations; therefore, a separate clearance must be conducted directly through SCCOE to verify eligibility for working with students and on school premises.</p>
Is there a preferred TB test provider, or may vendors use their own occupational health partners?	The COE does not have a designated or preferred TB test provider. Vendors may use their own occupational health

	partners, provided that TB clearance documentation meets all requirements.
For students with specialized medical needs, will SCCOE provide the necessary training directly, or must the contractor arrange for additional certifications?	Yes. SCCOE will provide the necessary training for students with specialized medical needs.
Will SCCOE require driver aides/monitors on all routes, or only where specified by student IEPs?	Driver aides or monitors are required only on routes where specified by student IEPs.
The RFP requires weekly late/missed trip reports, monthly preventive maintenance logs, and accident reports within 24 hours. Can SCCOE clarify the preferred format for these reports (electronic dashboard, Excel, PDF)?	The preferred format for all required reports is PDF
Will SCCOE allow vendors to use their own GPS and route management systems for reporting, or must all tracking integrate into SCCOE's systems?	Integration with SCCOE's systems is preferred.
The RFP specifies \$3M sexual abuse/molestation coverage. Is SCCOE open to reviewing alternative insurance structures (e.g., umbrella coverage) if they meet or exceed total coverage requirements?	No. The insurance coverage requirements specified in the RFP, including the \$3 million sexual abuse/molestation coverage, must be met as stated.
The term is Jan 1 – June 30, 2026, with four renewals. If services begin later due to onboarding, will SCCOE allow a prorated contract start?	The contract is for the period January 1, 2026, to June 30, 2026. The full-year contract will then resume from July 1, 2026, to June 30, 2027, with SCCOE having the option to renew for up to four (4) additional one-year terms, for a total contract period of five years.
Can SCCOE confirm whether this service provider model would be considered subcontracting under the terms of the RFP, or if it will be recognized as compliant since all services are delivered through our platform, standards, and direct management?	The SCCOE would not consider this subcontracting under the terms of the RFP.
Is the district willing to accept a proposal for sedan based transportation? If so, who is your current sedan based transportation provider or providers?	No, the district is not accepting proposals for sedan-based transportation and does not have a current sedan-based transportation provider.
How many routes/vehicles are currently used to transport your students utilizing sedan based alternative transportation? What's the average number of students per vehicle?	There are currently no routes or vehicles used to transport students utilizing sedan-based alternative transportation, and therefore no average number of students per vehicle.
What is the average mileage per route for students traveling in sedan based service?	There is no estimated mileage available.
How many WAV vehicles are required as part of this contract?	Multiple WAV vehicles are required under this contract.
is the district intending to award the contract to a single vendor or multiple vendors?	This contract will be a single-vendor award.
Please confirm the insurance requirements for this RFP.	The insurance requirements are included in the RFP.
Is the RFP is for sedans and vans	This RFP is for vans.
Is this solicitation intended exclusively for bus transportation services or if smaller vehicles (such as sedans or vans) are also eligible under this contract.	This contract is for buses and vans.

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