



Optional Pre-Proposal Conference Agenda

October 29, 2025 at 1:00 PM EST

RFP #012-0-2026/JP – Pupil Transportation Management System

Location: Zoom Virtual Meeting

NNPS Staff:

John Pack Jr., *Senior Procurement Specialist* (facilitator)

Shay Coates, *Executive Director of Transportation*

Sharon Moore, *Supervisor of Transportation*

John Payne, *Transportation Information System Analyst*

Michele Bishop, *Edulog Data Specialist*

Nicole Massey, *Edulog Data Specialist*

Prospective Offerors on the Zoom Call:

Carter Young, *Sales Support Manager* (Education Logistics)

Mark Schwartz, *Bus Dev* (Kevadiya, Inc.)

Krystal Cruz, *RFP Manager* (Pathwise)

Stephanie Torres, *Proposals Manager* (Zum Services, Inc.)

Kimberly Warren, *Proposal Manager* (Zum Services, Inc.)

April Vadisirisak, *Coordinator* (Zonar)

Zach Moren, *Sales Engineer* (Transfinder)

Tara Clark, *Proposal Manager* (Transfinder Corporation)

Sarah Skinner, *Vice President of Strategic Partnerships* (Zum)

Andy Xie, *Sales Finance* (Zum)

Andrey Schevchenko, *Founder* (CodeBright, LLC)

Moyo Fakeye, *Director* (Precision Management Solutions)

Optional Pre-Proposal Conference: This conference is held to answer any questions regarding the RFP. Any changes determined necessary as a result of this conference will be formally addressed by the issuance of an addendum on eVA and the NNPS Purchasing webpage. Attendance is not mandatory, but it is advisable.

- 1. Purpose:** The purpose of this RFP is to solicit sealed proposals from qualified Offerors to provide a Pupil Transportation Management System to Newport News Public Schools. No services shall begin without a NNPS purchase order issued against the awarded contract for services.

NNPS invites any qualified Offeror to submit a proposal. Offerors responding to this request must be responsible, regularly and practically engaged in providing the services requested in this RFP and possess ample resources for doing this work. Currently NNPS has no active contract for a modern Pupil Transportation Management System, but have been maintaining the current system in place since 1995. NNPS' current system is Edulog (Education Logistics).

- 2. Contact with NNPS Staff:** Direct contact with NNPS staff, representatives, and/or agents other than Purchasing Department staff on the subject of this RFP or any subject related to this RFP is expressly **prohibited** except with the prior knowledge and permission of the Purchasing Agent.



All questions and communication shall only be made with the Procurement Officer facilitating the RFP.

3. **RFP Deadline:** Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Request for Proposal. Proposals received after the specified date and time (time stamped 2:01 P.M. or later) will not be considered and will be retained in the Purchasing Office and marked “Late”. **Proposals are due December 01, 2025 at 2:00 PM EST, unless otherwise changed in a subsequent addendum.**
4. **Deadline for Questions:** Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office at john.pack@nn.k12.va.us no later than **November 03 at 10:00 am EST**. Necessary replies will be issued to all Offerors of record as an addenda that shall become part of the contract documents. **Oral discussions do not form a part of the Proposal documents.** Keep in mind, any questions asked during the pre-proposal conference must also be submitted in writing to the issuing office for inclusion in the addenda.
5. **RFP Submission:** Per the VPPA § 2.2-4303. (Effective January 1, 2025) Methods of Procurement, Newport News Public Schools will now provide an option to submit electronic copies of the requested bid/proposal through electronic means or hard copies/paper submissions. All bids/proposals may be submitted electronically online via eVA using the Bidder’s established eVA Supplier Account. The entire bid/proposal response including any / all attachments and any / all addenda must be submitted electronically via eVA, no later than the closing date and time stated in the solicitation posting. Faxed, emailed, and mailed bids will not be accepted.

Proposals received by telephone, telegraph, facsimile, email, link, or any other means of electronic transfer other than eVA **will not** be accepted.

Refer to the RFP, Section IV.H. Proposal Submittal requirements. If you wish to redact any information, submit trade secrets or other proprietary information, this must be submitted in a separate document and clearly marked “PROPRIETARY”, or your firm can submit a redacted version of your proposal submission marked “REDACTED.” **Remember, an all-inclusive statement that the entire Proposal is proprietary is unacceptable. A statement that Offeror’s costs and/or Proposal pricing are to be protected is unacceptable. Offeror will be requested to remove any such statement(s) in order to be eligible for further consideration.**

6. **Evaluation of Proposals:**

The following weighted criteria will be used in the evaluation process:

Criteria	Weight (PTS)
Experience	35
Capabilities and Skills	30
Price	20
Services to be Provided	15
Total	100

Exceptions/Alternatives will also be considered.



7. **Terms and Conditions:** Please review and pay close attention to the General and Special Terms and Conditions of the RFP.
8. **Questions from Prospective Offerors**