

Solicitation Audit Checklist

Proposal: AEPA 026-E Student Transportation Solutions
Awarded Vendor(s): Everdriven
Award Date: 12/15/25
Contract Number: 026-E

X	1 Legal Affidavit(s)
X	2 Copy of Solicitation Documents
X	3 Copy of Questions & Answers
NA	4 Copy of Addenda
X	5 Notification Report
X	6 Access Report
X	7 Opening Record
X	8 Copy of Awarded Vendor Response(s)
X	9 Evaluation Summary & Recommendation
X	10 Copy of Award Letter(s) & Copy of Signed Contract(s)

LOCALiQ

Aberdeen News
Watertown Public Opinion

PO Box 630567 Cincinnati, OH 45263-0567

AFFIDAVIT OF PUBLICATION

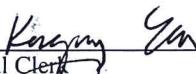
Cooperative Purchase, Lori Mittelstadt
Lakes Country Service Cooperative
1001 E Mount Faith AVE
Fergus Falls MN 56537-2375

STATE OF SOUTH DAKOTA, COUNTY OF BROWN

The AMERICAN NEWS is a daily newspaper of general circulation, printed and published in Aberdeen, Brown County, South Dakota, and has been such a newspaper during the times hereinafter mentioned; and personal knowledge of the facts herein state that the notice hereto annexed was Published in said newspapers in the issue dated:

07/30/2025, 08/06/2025

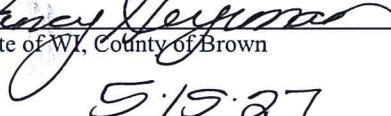
That said newspaper is a legal newspaper published five days or more each week; with a bona fide circulation of more than two hundred copies daily; published in the English language within the said county of Brown for more than one year prior to the first publication of said notice; and printed in whole in an office maintained at the place of publication of said newspaper.
Sworn to and subscribed before on 08/06/2025



Legal Clerk



Notary, State of WI, County of Brown



5/15/27

My commission expires

Publication Cost:	\$35.24	
Tax Amount:	\$0.00	
Payment Cost:	\$35.24	
Order No:	11487798	# of Copies:
Customer No:	1248830	0
PO #:	LABD0332478	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NANCY HEYMAN
Notary Public
State of Wisconsin

Legal Notice 026
Sealed solicitations will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its 31 State Member Agencies until:

1:30 p.m. ET, September 16, 2025

Solicitations: 026-A Furniture, 026-B Health and Wellness, 026-C LED Lighting Supplies & Equipment, 026-D Technology Catalog, 026-E Student Transportation Solutions, 026-F EMS Supplies & Equipment, and 026-G HVAC Equipment & Installation.

All responses shall be submitted online via Bonfire by the due date and time listed above. Vendors are requested to visit AEPA's website at <https://aepacoop.org/registration-solicitations/> for instructions on how to register at no cost with Bonfire. AEPA documents will be released on July 31, 2025. Note that Vendors must be able to provide their proposed products and services in up to 31 states.

Solicitations will be publicly opened after 1:30 p.m. ET, September 16, 2025 at Lakes Country Service Cooperative, 1001 E Mt Faith, Fergus Falls, MN 56537. An opening record will be posted to AEPA-COOP.org.

Published July 30, August 6 2025, at the total approximate cost of 35.24 and may be viewed free of charge at www.sdpbpublic-notices.com
LABD0332478

The Bismarck Tribune

AFFIDAVIT OF PUBLICATION

State of Florida, County of Broward, ss:

Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of The Bismarck Tribune, and that the publication(s) were made through The Bismarck Tribune on the following dates:

PUBLICATION DATES:

Jul. 30, 2025, Aug. 6, 2025

NOTICE ID: iMzSypfVu6ogxRBsFxXj

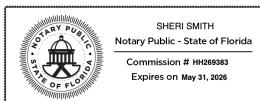
PUBLISHER ID: COL-ND-2022

NOTICE NAME: AEPA 026 - Bismarck Tribune

Publication Fee: \$136.62

Anjana Bhadoriya

(Signed) _____



VERIFICATION

State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: 08/07/2025

S. Smith

Notary Public

Notarized remotely online using communication technology via Proof.

**AEPA #026 – Legal Notice
Notice to Vendors**

Sealed solicitations will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its 31 State Member Agencies until:

1:30 p.m. ET, September 16, 2025

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7/30, 8/6 - COL-ND-2022



Forum Communications Company

MN Affidavit No. Hj1WDq|19Q2onKcP1sVx

AFFIDAVIT OF PUBLICATION

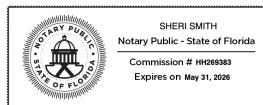
State of Florida, County of Broward, ss:

Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the The Forum of Fargo-Moorhead (MN), a newspaper printed and published in the City of Moorhead, County of Clay, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Wednesday, July 30, 2025, Wednesday, August 6, 2025
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: \$25.00 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in CASS County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Anjana Bhadoriya

(Signed) _____



VERIFICATION

State of Florida
County of Broward

Subscribed in my presence and sworn to before me on this: 08/07/2025

S. Smith

Notary Public

Notarized remotely online using communication technology via Proof.

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0000521276-01

Advertiser:

N/A

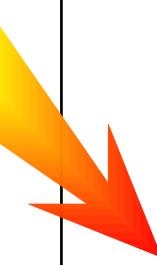
Insertion Number: N/A
Size: 1 Col x 3.57 in
Color Type: 0

Cooperative Purchasing Network

N/A

Section-Page-Zone(s): D-3-AII

Description:



CLASSIFIEDS + PUBLIC NOTICES

STARTRIBUNE.COM/CLASSIFIEDS • 612.673.7000 • 800.927.9233

GENERAL POLICIES
Review your ad on the first day of publication. If there are mistakes, notify us immediately. We will make changes for errors and adjust our bill, but only if we receive notice on the first day the ad is published. We limit our liability in this way, and we do not accept liability for any other damages that may result from error or omission in or of an ad. All ad copy must be approved by the newspaper, which reserves the right to request changes, reject or properly classify an ad. The advertiser, and not the newspaper, is responsible for the truthful content of the ad. Advertising is also subject to credit approval.

Legal Notices

PUBLIC NOTICE:

Pursuant to Mn Statute 168.06 SUB D.2 the following impounded items will be auctioned at Twin Cities Transport & Recovery - 3760 Flowerfield Rd. Blaine MN 55014 763-784-7501

If it is impossible to determine with reasonable certainty the identity and address of the registered owner and all lienholders, the notice shall be published once in a newspaper of general circulation in the area where the motor vehicle was towed from or abandoned. Published notices may be grouped together for convenience and economy.

All of the listed items have the right to reclaim in accordance with Mn Statute 168.06 Subdivisions 1-5.

All unclaimed items constitute a waiver by them of all right, title, and interest in the contents and consent to sell or dispose of the contents under section 168.08.

5/2/2025 Trailer, I, Crystal PD, 5/21/2025 Enclosed Trailer | Private Property

Proposals for Bids

AEPA #026 - LEGAL NOTICE

Notice to Vendors

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Garage Sales - NW, SW & W Suburbs
Multi family garage sale 8/7-9/14573
Carriage Lane MN, Prior Lake. Camping gear, household, furniture, shelves, books, decorative items, pots/pans, bikes

Place a classified ad today.

Mortgage Foreclosures

25-118428

NOTICE OF MORTGAGE FORECLOSURE SALE

THE RIGHT TO VERIFICATION OF THE DEBT AND IDENTITY OF THE ORIGINAL CREDITOR WITHIN THE TIME PROVIDED BY LAW IS NOT AFFECTED BY THIS ACTION.

NOTICE IS HEREBY GIVEN, that default has occurred in the conditions of the following described mortgage:

DATE OF MORTGAGE: July 1, 2016

ORIGINAL PRINCIPAL AMOUNT OF MORTGAGE: \$137,000.00

MORTGAGOR(S): Ervin Moore, a married man

MORTGAGEE: Mortgage Electronic Registration Systems, Inc.

TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc., MINN: 10086710000532869

LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON THE MORTGAGE: American Mortgage & Equity Consultants, Inc.

SERVICER: Nationstar Mortgage LLC

DATE AND PLACE OF FILING: Filed July 11, 2016, Hennepin County Register of Titles, as Document Number T05363656

ASSIGNMENTS OF MORTGAGE: Assigned to: Lakeview Loan Servicing, LLC

LEGAL DESCRIPTION OF PROPERTY: Lot 8, Block 8, "Le Baron's First Addition to Minneapolis"

REGISTERED PROPERTY PROPERTY ADDRESS: 5131 Dupont Avenue North, Minneapolis, MN 55430

PROPERTY IDENTIFICATION NUMBER: 12-118-21-22-0173 COT# 1472818

COUNTY IN WHICH PROPERTY IS LOCATED: Hennepin

THE AMOUNT CLAIMED TO BE DUE ON THE MORTGAGE ON THE DATE OF THE NOTICE: \$123,410.66

THAT all pre-foreclosure requirements have been complied with; that the debt secured by said mortgage, or any part thereof, has been instituted at law or otherwise to recover the debt secured by said mortgage, or any part thereof;

PURSUANT to the power of sale contained in said mortgage, the above described property will be sold by the Sheriff of said county as follows:

DATE AND TIME OF SALE: March 18, 2025, 10:00 AM

PLACE OF SALE: Sheriff's Main Office, Civil Division, Room 190, City Hall, 350 South Fifth St., Minneapolis, MN 55415 to pay the debt secured by said mortgage and taxes, if any, on said premises and the costs and disbursements, including attorney fees allowed by law, subject to redemption within 6 months from the date of said sale by the mortgagor(s), the personal representatives or assigns.

TIME AND DATE TO VACATE PROPERTY: If the real estate is an owner-occupied, single-family dwelling, unless otherwise provided by law, the date on or before which the mortgagor(s) must vacate the property, if the mortgage is not reinstated under section 580.30 or the property is not redeemed under section 580.23, is 11:59 p.m. on September 18, 2025 or the next business day if September 18, 2025 falls on a Saturday, Sunday or legal holiday.

THE TIME ALLOWED BY LAW FOR REDEMPTION BY THE MORTGAGOR: The mortgagor's personal representatives or assigns, if any, if a judicial order is entered under Minnesota Statutes section 582.032 determining, among other things, that the mortgaged premises are improved with a residential dwelling of less than 5 units, are not properly used for agricultural

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AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)
COUNTY OF HENNEPIN)

 **The Minnesota Star Tribune**

650 3rd Ave. S, Suite 1300 | Minneapolis, MN | 55488

Terri Swanson, being first duly sworn, on oath states as follows:

1. (S)He is and during all times herein stated has been an employee of the Star Tribune Media Company LLC, a Delaware limited liability company with offices at 650 Third Ave. S., Suite 1300, Minneapolis, Minnesota 55488, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

Dates of Publication	Advertiser	Account #	Order #
StarTribune 07/30/2025	COOPERATIVE PURCHASING CONNECTION	1000337556	521276
StarTribune 08/06/2025	COOPERATIVE PURCHASING CONNECTION	1000337556	521276

4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to § 331A.06, is as follows: **\$459.20**

5. Mortgage Foreclosure Notices. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in Hennepin County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

FURTHER YOUR AFFIANT SAITH NOT.

Terri Swanson

Subscribed and sworn to before me on: 08/07/2025

Diane E Rak Kleszyk



DIANE E RAK KLESZYK
Notary Public
Minnesota
My Commission Expires January 31, 2027

Notary Public

Request for Proposal AEPA RFP#026 - E STUDENT TRANSPORTATION SOLUTIONS

BID SECURITY REQUIRED: NONE

PART A – INSTRUCTIONS AND SPECIFICATIONS

Notice to Respondents

Solicitation offers will be received by the Association of Educational Purchasing Agencies (AEPA) on behalf of its Member Agencies until:

September 16, 2025, at 1:30 p.m. ET

Each package consists of multiple parts:

- Part A – Instructions and Specifications**
- Part B – AEPA General Terms and Conditions**
- Part C – Member Agency (State) Terms and Conditions**
- Part D – Questionnaire**
- Part E – Signature Forms**
- Part F – Discount & Pricing Workbook**

All offers must be submitted online via the Bonfire eProcurement website by the due date and time listed above. AEPA solicitation documents can be downloaded after registering, at no cost, on Bonfire, <https://aepacoop.bonfirehub.com/>. Bonfire has recently changed its name to EUNA Procurement. Therefore, the names Bonfire and EUNA Procurement are interchangeable in this solicitation.

AEPA and/or the respective Member Agencies reserve the right to reject any or all offers in whole or in part; to waive any formalities or irregularities in any offers, and to accept the offers, which in its discretion, within state law, are for the best interest of any of the AEPA Member Agencies and/or their Participating Entities. Note that Respondents must be able to provide their proposed products and services in up to 31 states including Arkansas, California, Colorado, Connecticut, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, New Mexico, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, South Carolina, Texas, Virginia, Washington, West Virginia, Wisconsin, and Wyoming. Note that not all states participate in each solicitation. The complete list of participating states is found below.

**Solicitations will be opened online on September 16, 2025, at 2:00 p.m. ET.
at EducationPlus, 1460 Craig Road, St. Louis, MO 63146.**

The online opening link is below:

<https://us06web.zoom.us/j/85896115580?pwd=DOTCZooyJWXAlubz66IBckFnr80xp4.1>

Meeting ID 858 9611 5580

Bid & Contract Timeline:

July 31, 2025	Release of IFBs/RFP via Bonfire
August 18, 2025	Voluntary Pre-Bid Conference Call
August 29, 2025	Deadline for questions from Respondents
September 16, 2025	Deadline for Submittals and Reading via Bonfire
September 17, 2025	Opening Record posted on the AEPA website, www.aepacoop.org
December 1-3, 2025	AEPA Approval of Offers
After December 3, 2025	Director of Solicitations submits contracts to AEPA Member Agencies to be forwarded to Vendor Partners for signature.
	Initial contract term—See Term of Contract and Extensions in General Terms & Conditions. Annual contract renewal dates subject to approval by AEPA

I. General Solicitation Procedures

A. Issuing Agency

The great benefit to the Vendor is that one response may be prepared for approval by AEPA and awarded by multiple AEPA Member Agencies and utilized by their Participating Entities located throughout many states. Solicitations may be issued as an IFB or an RFP depending on the category of goods/services being solicited. Respondents to a solicitation will submit their response in the required formats (PDF, Excel) of all files requested along with current pricing via Bonfire, a free online bidding platform, by the published due date and time. Respondents selected in response to this solicitation have the potential to provide products and services to local education agencies serving over 36,000,000 (excludes non-represented AEPA states) students, with additional local government agencies as permitted by state law.

Each AEPA Member Agency will individually publish notice of the solicitation. Respondents will submit responses online, electronically via Bonfire, <https://aepacoop.bonfirehub.com/>. Instructions on registering for AEPA solicitations on Bonfire can be found on the AEPA website, <https://aepacoop.org/registration-solicitations/>. Responses deemed complete at opening will be evaluated by solicitation category committees comprised of AEPA Member Agencies representatives who have indicated they will participate in the category of products and services being solicited, and after AEPA approval, individual AEPA Member Agencies may award contracts to the AEPA Approved Vendor Partners or reject their offers.

The procurement activities of AEPA are limited to document preparation, distribution of the solicitation, initial evaluation, and recommendation for possible approval to AEPA Member Agencies. AEPA consists of agency officials who have agreed to assist one another in meeting the public purchasing needs of local school districts and other political subdivisions.

Contracts awarded through cooperative purchasing must meet the procurement laws of the states of each AEPA Member Agency. When these laws are satisfied, an individual entity using these contracts is deemed in compliance with competitive procurement regulations. As allowed by specific state statutes, they can issue purchase orders for any amount without the necessity to prepare their own solicitation. This saves the entity time and allows for economical and efficient purchasing.

AEPA requires that Respondents only respond if they can offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume. State laws that permit or encourage cooperative purchasing contracts do so in the belief that it saves the participants both time and money. Time is saved by having access to volume discounted contracts publicly solicited and being able to purchase what is needed without having to wade through the solicitation process (write solicitation, advertise the solicitation, open each response, evaluate, and select). Money is saved in procurement cost and lower prices will be the result of volume purchasing. Therefore, a contract issued by a cooperative can be used by hundreds of separate political units; but if it has the same or higher prices than what a single agency or state contract can get through its own solicitation, a cooperatively solicited contract may not be attractive to these members. **We request that Respondents respond with advantageous pricing and package so that together we can attract members to prefer the cooperatively awarded contract.**

The AEPA policy for membership permits new agencies to become AEPA Member Agencies upon approval of existing members. If additional Agencies are added, they and their members may procure from existing contracts upon approval of the awarded Vendor Partners and in accordance with their state laws.

B. Questions

All questions from Respondents must be submitted online through Bonfire, AEPA will not accept questions in any other format during the solicitation process. All questions received during the solicitation process will be available via Bonfire. All Respondents will be automatically notified through email when AEPA responds to a question asked by a potential respondent. It is the Respondent's responsibility to check Bonfire for any questions and answers before the deadline. Questions received after the question deadline date will not be answered.

Should AEPA issue addenda during the solicitation process, all Respondents will be automatically notified through email of the released addenda. AEPA is not responsible for Respondents not acknowledging the issued addenda and not submitting a response according to those changes.

Questions regarding accessing this solicitation through Bonfire can be directed to the Director of Solicitations at bid-committee@aepacoop.org.

C. Respondent Qualifications

An essential part of the solicitation process is an evaluation to qualify the company being considered. All solicitations must contain answers, responses, and/or documentation to the information requested in the documents. Any Respondent failing to provide the required information/ documentation may be considered non-responsive, this includes submitting a response not in the proper format.

Respondents must demonstrate their ability, capacity, and available resources to provide the proposed products and services to 90% of the AEPA Member Agencies indicating an interest in participating in the categories being solicited, or at least one Region for category involving a Regional component. The Respondents are required to communicate and demonstrate within their response they have extensive knowledge, background, and at least five (5) years of experience with manufacturing, obtaining, delivering, installing, maintaining, and/or supporting the product lines of products, equipment, services, or software offered. AEPA and/or its Member Agencies reserve the right to accept or reject newly formed companies or companies failing to demonstrate their abilities or capacity solely based on information provided in the solicitation response and/or its own investigation of the company.

D. Bid/Proposal Security

If required as noted at the top of this Part, bids or proposals must be accompanied by a satisfactory security bond. Please note that not all AEPA Bid categories require a security bond.

If a security bond is required, a hard copy of the bid security must be in the possession of AEPA on or before, the exact due date and time. Original copies of the security must be submitted to AEPA c/o EducationPlus, ATTN: Purchasing Dept, 1460 Craig Road, St. Louis, MO 63146 in a sealed envelope with the Solicitation Number, Solicitation Category, and Respondent's name and address clearly indicated on the envelope or box. A copy of the bid security must be submitted via Bonfire. AEPA will not reject a response from a Vendor whose bid bond has not arrived by the due date and time as long as a scanned copy of the bid bond dated prior to the due date is uploaded with their response and the actual bond is in transit. If the designated location for receiving the bid security is closed due to an unforeseen circumstance on the day the security is due (due date), the security will be due at the same time on the next day the building is open.

An acceptable bid/proposal security will have the principal being the Respondent and the Association of Educational Purchasing Agencies listed as the Agency of Record. The Security may be a one-time bond underwritten by a surety company licensed to issue bonds in the state of Nevada and said surety to be approved in federal circular 570 as published by the United States treasury department or the equivalent in cash or an irrevocable letter of credit from a FDIC financial institution. The security bond must remain in force for one hundred twenty (120) days of the solicitation opening.

E. Solicitation Submittal

1. Preparation of the Response

- a. The solicitation is published in multiple parts.
 - i. Part A contains the solicitation instructions, and the technical specifications.
 - ii. Part B is the general terms and conditions for all AEPA agencies.
 - iii. Part C includes specific state terms and conditions. This is where you will find information about each AEPA state member and any specific procurement rules of each state.
 - iv. Part D is a required Questionnaire found and completed in Bonfire.
 - v. Parts E and F are to be filled out in their entirety and submitted online via Bonfire in their required formats with the Respondent's offer. Some categories may request additional forms. All forms must be uploaded before the published solicitation due date and time of opening.
- b. All responses must be on the forms provided by AEPA for each solicitation found in Bonfire unless otherwise noted. Respondents will submit all documents, in their required formats, online via Bonfire by the due date and time of the solicitation.
- c. Forms requiring signatures must be submitted by the person authorized to sign the bid or proposal response. Failure to properly sign the solicitation documents may result in the offer being deemed non-responsive.
- d. In case of an error in extension of prices in the solicitation, unit prices must govern.
- e. Periods of time stated as a number of days must be in calendar days, not business days.
- f. It is the responsibility of all Respondents to examine the entire solicitation package, to seek clarification of any item or requirement that may not be clear, and to check all responses for accuracy before submitting an offer. Negligence in preparing an offer confers no right of withdrawal after due time and date.
- g. The Respondents' ability to follow the preparation instructions set forth in this solicitation will also be considered to be an indicator of the Respondents' ability to follow instructions should they receive an award as a result of this solicitation. Any

contract between the AEPA Member Agency and a Respondent requires the delivery of information and data. The quality of organization and writing reflected in the offer will be considered to be an indication of the quality of organization and writing which would be prevalent if a contract was awarded. As a result, the offer will be evaluated as a sample of data submission.

2. **Document Development:** Forms for this solicitation are published in Bonfire, in Excel, and PDF formats. Some forms (questionnaire) may be completed directly in Bonfire. Respondents must scan and upload all documents to Bonfire following the Solicitation Checklist, along with any additional documents or files other than those listed below that may be requested and/or related to the solicitation.
 - a. **Part C – Member Agency (State) Terms and Conditions:** Some states require additional documentation and signature forms. Review Part C and submit the required state documents with your offer. Submit all state-specific forms as one (1) form in PDF format.
 - b. **Part D – Questionnaire:** Complete directly in Bonfire. The questionnaire seeks information about the Respondent's pricing structure, service areas, past performance, and commerce processes. The Company Information form provides background information on the Respondent's company.
 - c. **Part E – Signature Forms:** Complete the forms provided. The signature form includes multiple areas where signatures are required. Submit the form as one (1) individual form in PDF format.
 - d. **Part F – Discount & Pricing Workbook:** Complete the Excel workbook provided.. Be sure to complete the required tabs as outlined in Part F.
3. **Price Lists and/or Catalogs:** For catalog bids, Respondent's most recent catalog(s) or price lists must be included. If a hard copy is submitted, it should be in pdf format. Links to online pricing are acceptable as long as pricing is included, not just descriptions of products.
4. **Solicitation Transmittal**
 - a. It is the responsibility of the Respondent to be certain that its submittal has been uploaded in its entirety to Bonfire, on or prior to the exact published due date and time.
 - b. Submitted responses will be opened, and Opening Record will be posted on the AEPA website.

F. **Solicitation Evaluation, Approval, and Award:** Solicitation responses received will be evaluated in accordance with acceptable standards of cooperative procurement, set forth in and governed by the Procurement Codes of AEPA Member Agency's states; AEPA by-laws, policies, and procedures; AEPA Member Agencies' policies and procedures.

For IFB categories, approval of prospective Vendor Partners and recommendation of contracts will be made to the lowest responsive and responsible Respondent utilizing the criteria listed in this solicitation. As a reminder, AEPA recommends offers to Respondents. Final contract awards are subsequently made by individual AEPA Member Agencies.

1. **Responsive Offer:** A responsive offer reasonably and substantially conforms to all material requirements of the solicitation. Offers must be responsive and approved by AEPA to receive award consideration by AEPA Member Agencies. To be determined responsive, the response must meet all of the requirements below:
 - a. Submitted on time.
 - b. Materially satisfy all mandatory requirements identified throughout the solicitation.
 - c. Must substantially conform to all of the specified requirements in the solicitation in the judgment of AEPA and its AEPA Member Agency representatives.

- d. Any deviation from the requirements indicated herein must be stated, in writing, and included with the offer submitted. Otherwise, it will be considered that responses are in strict compliance with all requirements, and any successful vendor will be held responsible, therefore.
- e. Deviations or exceptions stipulated in response may result in the offer being classified as non-responsive. Language to the effect that the Respondent does not consider this solicitation to be part of a contractual obligation will result in that Respondent's offer being disqualified. Terms of the solicitation that any Respondent considers particularly unwarranted, and to which that would have to take significant exception in his/her offer, should be stated clearly and concisely as exceptions and/or deviations.
- f. In preparing a proposal, the Respondent's inability to follow the proposal preparation instructions set forth in this solicitation and its inability to provide written responses, narratives, requested and support documentation relating to the Respondent's qualifications; abilities; capacity; products; specifications; delivery, installation, setup, maintenance; support services and pricing utilized by AEPA evaluators may result in the Respondent's offer to be deemed non-responsive.

2. **Non-responsive Offer:** Any offer that does not conform to all material requirements of the solicitation including, but not limited to: offers received in a manner other than via Bonfire; offers that do not contain required items and/or provided in the format required, such as proper and/or signed forms, pricing, catalogs, electronic files; offers that do not contain the proper security bond where required; failure to meet the specified qualifications, product specifications, stipulated documentation or pricing equal to or better than individual entities or cooperatives with equal or lesser volume. AEPA reserves the right to request documents that do not affect pricing, waive minor irregularities, and/or seek clarification following its Board approved procedures. Offers deemed non-responsive will not be considered for approval and award.

3. **Responsible Respondent:** A responsible Respondent is a firm or person with the qualifications, capability, and capacity to perform the contract requirements with integrity and reliability, which will ensure good faith performance. As a part of the process of determining responsible respondents during the evaluation period, the category committee may request reports that describe the financial soundness of your organization. You may be asked to include a third-party report or reports that demonstrate your firm's strength. Accepted financial reports may include balance sheets and Profit & Loss statements for the past three years, a Letter of Credit or Line of Credit from a bank or lending institution indicating the line of credit limit and the average outstanding balance, Dun & Bradstreet reports, a complete Annual Financial Report (for publicly traded companies).

AEPA's approval of a response will make the Respondent available for consideration to the AEPA Member Agencies for contract award. Factors to be considered in determining whether the standard of responsibility has been met may include but is not limited to whether a Vendor Partner has:

- a. Submitted a responsive offer;
- b. The qualifications stipulated in this solicitation, such as adequate financial resources, production or service facilities, personnel, service reputation and experience to make satisfactory delivery of the products, services, or construction;
- c. A demonstrated and documented satisfactory track record of performance in the national marketplace;

- d. A satisfactory record of integrity and a reputation of responding to and meeting educational and local government institutions' needs, adherence of and compliance with federal, state, local and industry standards, rules, regulations, and codes;
- e. Quality and suitability of products and services offered to meet and perform to the specifications, expectations, and requirements identified in this solicitation;
- f. Supplied all necessary information and data in connection with determining whether a Respondent meets the standard of responsibility.

4. Cost Evaluation:

- a. Cost and price schedules conform to and provide the information required in this part of the bid or proposal;
- b. Pricing offered that is equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume;
- c. Methodology used by AEPA and its AEPA Member Agencies to approve prospective Vendor Partners and award contracts for RFPs is as follows:
 - i. Identified weighted criteria for evaluation, including pricing, published in this part of the solicitation.

G. Contract Award and Implementation

An AEPA category committee will perform an initial response review and evaluation and will prepare and make a recommendation to AEPA for its consideration and approval. Those selected Respondents who are approved by AEPA will then be considered by the individual AEPA Member Agencies for contract award. It should be noted that once AEPA has approved the response, a Respondent becomes a "Vendor Partner" for AEPA.

All respondents will be notified of the outcome of the solicitation. Vendors recommended for award by AEPA states will be posted on the AEPA website.

Once approved by the AEPA Board, each Member Agency will be provided with a copy of Part E Signature Forms (contract) to complete and send to the Vendor Partner. Each AEPA Member Agency will review, evaluate, and determine which Vendor Partner, if any, it will award contracts to.

The approved Vendor Partner and the AEPA Member Agency will hold final contract negotiations, if necessary, to work out state-specific details of contract implementation including:

1. Acquiring additional information and having discussions on how the awarded contract will be executed.
2. Signing the contract with the AEPA Member Agency.
3. Jointly develop marketing strategies and a plan for contract roll-out activities to the AEPA Member Agency's Participating Entities (Advertising, flyers, website access, etc.).
4. Establish how orders will be processed, handled, and reported.
5. Contract management: Establish how and by whom the day-to-day contract management will be handled and who will be the AEPA Member Agency's representative.

It is not guaranteed that each AEPA Member Agency will enter into a contract with AEPA approved Vendor Partners. The final decision as to the appropriateness of a contract for a Member Agency rests solely with that AEPA Member Agency.

II. Responsibilities of a Vendor Partner

A. As an approved AEPA Vendor Partner, the following is expected in support of the contract:

1. Designate and assign a dedicated senior-level contract manager (one authorized to make decisions) to each of the Member Agency accounts. This employee will have a complete copy and must have a working knowledge of the contract.

2. Train and educate sales staff on what the AEPA cooperative contract promised, including pricing, who can order from the contract (by state), terms/conditions of the contract, and the respective ordering procedures for each state. It is expected that Vendor Partners will lead with AEPA contracts.
3. Develop a marketing plan to support the AEPA contract in collaboration with respective AEPA Member Agencies. The plan should include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc.
4. Create an AEPA-specific sell sheet with a space to add a Member Agency logo and contact information for use by the Member Agencies and the Vendor Partner's local sales representatives to market within each state.
5. Quarterly, complete the sales and administrative fee report (see PDF example included along with other solicitation documents in Bonfire) and submit to each Member Agency along with the respective administrative fees to be paid. If there are no sales, a \$0 report is required.
6. Report sales and administrative fees to AEPA, by participating state, if requested by AEPA.
7. Have ongoing communication with the Category Committee Chairperson, AEPA Member Agencies, and the Member Agencies Participating Entities.
8. Annually attend two (2) AEPA meetings: Annual meeting which is typically in April or May and the Winter Meeting which is typically the week after Thanksgiving. At the Annual Meeting, Vendor Partners participate in engagement activities with AEPA Member Agencies. Vendor Partners that have paid the registration fees can participate in the meetings.
9. Trade show support: Strongly encourage participation in national and local conference trade shows to promote the AEPA contracts such as, but not limited to, the Association of School Business Officials (ASBO), the National Institute of Governmental Purchasing (NIGP), and the National Association of Educational Procurement (NAEP).
10. Increasing sales over the term of the contract with all participating AEPA Member Agencies.

III. Responsibilities of AEPA Member Agencies

- A. In support of the Vendor Partner and respective contract, each AEPA Member Agency should provide the following support:
 1. Designate a staff member(s) that will serve as a point person for the AEPA program within that state.
 2. Provide a staff member to work collaboratively with the Vendor Partner to determine the best marketing plan for the respective Member Agency state. Marketing efforts may include but not be limited to the education and use of sales force, a website presence, electronic mailings, brochures, mailings, etc.
 3. Develop marketing materials for the Member Agency to use that would include representation of the awarded contracts. Materials may include, but not be limited to, a website presence, electronic mailings, sales flyers, brochures, mailings, catalogs, etc. as determined by the respective Member Agency and what works best within their state.
 4. Assist the Vendor Partner to jointly market the contract to potential Participating Entities within the state.
 5. Work with the Vendor Partner to identify eligible Participating Entities within the state possibly including providing a list of potential customers.
 6. Work with the Vendor Partner to identify and help manage costs associated with fulfilling this contract.
 7. Attendance at the two (2) AEPA meetings which provides for an opportunity to interact with Vendor Partners.

IV. Category Specifications

1. Scope of Work-The purpose of the RFP is to establish a contractual relationship for the transportation of students in the most efficient and cost-effective manner possible while, at the same time, maintaining the highest level of safety and reliability. Customers may include:

- Pre-school, K-12 general education, special populations, and will include extra-curricular, and athletic transportation including but not limited to:
 - Daily home-to-school and school-to-home transportation
 - Special education and door-to-door services
 - McKinney-Vento/homeless student transportation
 - Field trips, activity/athletic trips, and charter services
 - Summer school and after-school program coverage
 - Out-of-district placements or inter-district services
- Higher Education
- Other Governmental and Public Institutions

This RFP **will not** include the purchase of vehicles or buses.

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required vehicles, equipment, and labor for a turn-key solution to all participating member states (up to 31) in the category of Student Transportation Solutions. Equipment or Product-only solutions where participating member states in-house or third-party contractors operated may be offered in your proposal.

- a. Respond to requests from a number of different types of educational, governmental and public institutions seeking Student Transportation Solutions.
- b. These services may include but are not limited to transportation by buses, vans, automobiles, limousines, and motor coaches.

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2. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In
Arkansas	Yes	
California	Yes	AZ, NV
Colorado	Yes	
Connecticut	Yes	ME, NH, NY, RI, VT
Florida	Yes	AL
Georgia	Yes	
Illinois	No	
Indiana	Yes	
Iowa	No	SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN
Massachusetts	No	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	No	
New Mexico	Yes	
North Carolina	Yes	
North Dakota	Yes	
Ohio	Yes	
Oregon	Yes	
Pennsylvania	No	DE, HA, MD, NY
South Carolina	Yes	
Texas	Yes	
Virginia	No	
Washington	No	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	Yes	SD, UT
Total Participating States	Yes	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and award. The AEPA Member Agency's contracting decision shall be final.

3. Anticipated Volume

Student Transportation Services is a new category for AEPA. The resulting award will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$1.7 million (\$1,700,000) in sales in the first contract. AEPA Member Agencies anticipate that purchase volumes will increase over the course of contract years two (2) through four (4). This information is provided as an aid to Respondents in preparing responses only. It is not to be considered a guarantee of volume under this RFP. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

4. Voluntary Pre-Solicitation Conference Call

AEPA will host a voluntary pre-bid conference call for any interested Bidders or potential Bidders. First, there will be a call that will include general information about AEPA and an opportunity for Bidders or potential bidders to ask questions. There will then be separate calls, one for each category in the solicitation cycle, in which the focus will be on the individual AEPA categories being bid in this cycle. The conference call times are set in the following schedule for each of the four contiguous United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

Voluntary Pre-Solicitation Conference Call Schedule (All Categories)
August 18, 2025

Solicitations	Eastern	Central	Mountain	Pacific
AEPA 026 Voluntary Pre-Bid Conference Call - All Categories	11:00 AM	10:00 AM	9:00 AM	8:00 AM
Furniture Category	12:30 PM	11:30 AM	10:30 AM	9:30 AM
Health & Wellness Category	1:00 PM	12:00 PM	11: AM	10:00 AM
LED Lighting Category	1:30 PM	12:30 PM	11:30 AM	10:30 AM
Technology Catalog Category	2:00 PM	1:00 PM	12:00 PM	11:00 AM
Student Transportation Category	2:30 PM	1:30 PM	12:30 PM	11:30 AM
Emergency Response Supplies & Equipment Category	3:00 PM	2:00 PM	1:00 PM	12:00 PM
HVAC Equipment and Installation Category	3:30 PM	2:30 PM	1:30 PM	12:30 PM

Conference Call Number/Online Connection:

<https://us06web.zoom.us/j/81233120395?pwd=WBUnwDgqWERkUvacCaffaq9qP0s9aj.1>

Meeting ID: 812 3312 0395

Passcode: 585895

Dial In Information: +1 564 217 2000 US

Meeting ID: 812 3312 0395

Passcode: 585895

5. Glossary of Terms and Abbreviations

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the industry.

6. Product | Category Specific Specifications

Item	Description
6.1.1.	Must have knowledge of and adhere to all applicable industry standards, laws and regulations of member states.
6.1.2.	Must comply with the Federal Motor Vehicle Safety Regulations (FMCSR)
6.1.3.	Proposal responses must comply with all current applicable safety or regulatory standards or codes for all member states.
6.1.4.	Drivers must carry required endorsements and certification to perform duties.
6.1.5.	Vehicles and equipment used in providing services must be in "new or like new" condition and be no more than 10 years old.
6.1.6.	Vehicles must have current appropriate vehicle inspection forms and passing rating; include special equipment, wheelchair lifts, etc.
6.1.7.	Vehicles must be equipped with a global positioning satellite (GPS) system.
6.1.8	All buses/motor coaches must be equipped with a Child Check-Mate or similar monitor to ensure children are not left on buses.
6.1.9	Vehicles must be equipped with video surveillance systems.
6.1.10	Must be able to provide efficient routing for all services.
6.1.11	For any solutions involving drivers/personnel, all drivers/personnel must pass background checks, drug screening, child abuse clearance and any other screening requirements in member states.
6.1.12	Vehicles must be climate controlled.
6.1.13	Vehicles must be clean and meet customers' appearance standards.

7. Sub-Category

Item	Description
7.1.1	Limousine Services (10 passengers, including the driver, or less)
7.1.2	School Bus Transportation (11 passengers, include the driver, or more)
7.1.3	Motor Coach Transportation Services (11 passengers, including the driver, or more; for long-distance trips greater than 100 miles round-trip)
7.1.4	Scheduling services
7.1.5	Support services
7.1.6	Other services

8. Pricing

AEPA has identified acceptable pricing methodologies that are to be utilized to submit pricing. Pricing strategy descriptions are found in Part B – AEPA General Terms and Conditions. We request that the pricing response contain sufficiently detailed information to determine a realistic cost for AEPA member agencies. The Vendor Partner agrees that the cost for any item offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency's Administrative Fee, or other approved reasons. The respondent must provide their pricing as requested utilizing the various pricing methodologies specified. **The Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.**

AEPA is expecting pricing on the vendor's entire offering under the scope of this solicitation. Proposers are encouraged to offer optional pricing strategies ("Hot List", Volume discounts, Customized Price Lists, Specials), and additional financing options.

For services, vendors may respond with a discount off labor and material costs. Labor must be sufficiently itemized by title and include total rate (salary and fringe). Material costs must be itemized. Any Vendor Partner awarded under a time and materials pricing strategy must provide a "not to exceed" project quote to the purchasing Agency for work approval.

AEPA requires that pricing be returned using the Part F Excel Forms provided, or in an Excel format that contains the information requested in Part F.

9. Part F - Pricing Workbook

- a. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tables to be completed as follows:
 - i. F.1 – Services Price Schedule (Required)
 - ii. F.2 – Volume Discounts (Optional)
- b. Pricing will be evaluated on a combination of items from all pricing schedules. Pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer's offering represents the best value. See Evaluation, Approval and Award in Part B – General Terms and Conditions for additional information.

10. Evaluation

The AEPA Committee for this category will evaluate proposals based on the entire response, and according to the criteria detailed in Part A for AEPA's definition of Responsive and Responsible proposals. A recommendation may be made to recommend a single response, or to recommend multiple offers based on differentiation of product or service. AEPA will vote as a whole to accept or not accept a committee's recommendation. Once accepted, each recommended response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer's offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members' needs.

Criteria	Yes/No
Complete Response to Solicitation	
Financial Viability	
Ability to provide good/services to 90% of participating agencies.	
Criteria	Points
Conformance to Terms and Conditions	9
Pricing EQUAL TO or BETTER THAN offered to individual entities or cooperatives with Equal or Lesser Volume	9
Quality and Suitability of Products, Services & Solutions Offered	9
Marketing Plan	8
Demonstrated Track Record of Performance in the Public Marketplace (may include reference checks)	7
Value Added Attributes-Additional Services Offered	7
Total Score - Technical	49
Cost Evaluation	51
Total Scores	100

PART B - **AEPA General Terms and Conditions**

Table of Contents

I. ABOUT AEPA		1
II. GENERAL TERMS AND CONDITIONS FOR ALL AGENCIES		3

I. About AEPA

Welcome to this [Association of Educational Purchasing Agencies \(AEPA\)](#) solicitation. AEPA is a unique school procurement consortium established in 2000 and incorporated in 2007 under the state laws of Nevada. We are a consortium of non-profit public agencies representing thirty-one ([31 states](#)). We joined to issue simultaneous Invitations for Bids (IFB), or Request for Proposals (RFP), generating sales for vendor partners in all fifty (50) states. AEPA's mission is to cooperatively serve our members through a continuous effort to explore and solve present and future purchasing needs. Our goal is to secure multi-state volume purchasing contracts with benefits for our public members that are measurable, cost-effective, and exceed members' expectations for customer service and value. AEPA is committed to accomplishing this mission lawfully and ethically, using leading-edge technology and contemporary business practices.

The advantage for vendors to work with AEPA is that you respond to one bid or proposal that is legally performed across as many as 31 states, which have the potential to sell nationwide. You are working with up to 31 agencies with a long and trusted history with their public membership. Through our partnerships, AEPA vendors have access to thousands of public agencies across the country. We are a billion-plus-dollar procurement group through our current awarded vendors and are growing.

AEPA designates one Member Agency per state that is operating legally under the rules and regulations of that state. Any additional agencies that wish to participate will negotiate with the authorized Member Agency and participate through them in a way they mutually agree is not in conflict with AEPA procedures. The Member Agency will be the only agency allowed to represent that state at AEPA and will be the only communication link between AEPA and that state.

Each Member Agency, along with the awarded Vendor Partner, represents, supports, and promotes AEPA contracts within their respective state. While the consortium was initially created to support educational entities, the Member Agency for each state determines which public entities (higher educational institutions, cities, counties, townships, states, etc.) can utilize the competitively solicited contracts. Participating entities may include Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies, and Nonprofit Non-Public Corporations, Organizations, other entities contracted to conduct business on behalf of a participating entity provided they are required to follow member state and local procurement regulations, etc. that have authorizations to utilize AEPA Member Agencies' Awarded Contracts.

AEPA has an elected President, Vice President, Secretary, and Treasurer. Operations are overseen by the Executive Director. Solicitations are overseen by the Director of Solicitations. The AEPA Board representing member states meets twice per year and operates otherwise through a sophisticated committee structure.

AEPA Member Agency Information

State	Member Agency Name	Contact	Email	Students
Arkansas	Southwest Arkansas Education Cooperative	Phoebe Bailey	phoebe.bailey@swaec.org	474,337
California	Monterey County Office of Education d/b/a CalSAVE	Ted Witt	tedwitt@epylon.com	5800000
Colorado	Colorado BOCES Association	Bridget Thorn	coopdir@coloradoboces.org	881,000
Connecticut	Capitol Region Education Council (CREC)	Cara Hart	chart@crec.org	513,000
Florida	Panhandle Area Education Consortium	Tori Vuick	tori.vuick@paec.org	2,700,000
Georgia	Cooperative Purchasing Agency	Kevin Benson/Elizabeth Dorman	aepa@cpa4schools.com / edorman@cpa4schools.com	1,600,000
Indiana	Wilson Education Service Center	Brent Minton	bminton@wesc.k12.in.us	1,030,000
Illinois	Illinois Learning Technology Purchase Program	Hope Hardin-Borbely	hhardinborbely@iltp.org	1,925,415
Iowa	AEA Purchasing	Tracie Marshall	tmarshall@aeapurchasing.org	520,000
Kansas	The Purchasing Cooperative at Greenbush	Tina Smith	tina.smith@greenbush.org	478,858
Kentucky	Green River Regional Educational Cooperative	Amanda Turner / Scott Howard	amanda.turner@grrec.org / scott.howard@grrec.org	675,000
Massachusetts	The Education Cooperative	Tricia McKim	pmckim@tec-coop.org	914,959
Michigan	Oakland Schools	Anna Marie Hollander	AnnaMarie.Hollander@oakland.k12.mi.us	1,550,802
Minnesota	Cooperative Purchasing Connection	Melissa Mattson	mmattson@lcsc.org	944,736
Missouri	EducationPlus	Mike Havener	mhavener@edplus.org	880,000
Montana	Montana Cooperative Service	Dave Puyear	dpuyear@mrea-mt.org	144,129
Nebraska	ESU Coordinating Council (ESUCC)	Craig Peterson	craig.peterson@esucc.org	328,649
New Jersey	Educational Services Commission of New Jersey	Timothy Havlush	thavlush@escnj.us	1,369,000
New Mexico	Cooperative Educational Services	Robin Strauser	robin@ces.org	338,307
North Carolina	Carolinas Alliance 4 Innovation (CA4I)	Fred Payne	fred.payne@ca4i.org	1,500,000
North Dakota	North Dakota Educators Service Cooperative	Jane Eastes	jeastes@lcsc.org	118,878
Ohio	Ohio Council of Educational Purchasing Consortia	Tamra Hurst	tamra.hurst@apps.sparcc.org	1,920,103
Oregon	Intermountain ESD	Rob Naughton	rob.naughton@imesd.k12.or.us	570,857
Pennsylvania	Central Susquehanna Intermediate Unit d/b/a Keystone Purchasing Network	Mark Carollo	mcarollo@csiu.org	1,700,000
South Carolina	Carolinas Alliance 4 Innovation (CA4I) dba Carolina Buy	Nita Werner	nwerner@carolinabuy.com	787,000
Texas	Region 16 Education Service Center d/b/a TexBuy	Andrew Pickens	andrew.pickens@esc16.net	5,232,065
Virginia	Fairfax County Public Schools	Laila Sultan	lsultan@fcps.edu	1,297,000
Washington	King County Directors' Association	Bart Powelson	bpowelson@kcda.org	1,071,082
West Virginia	Mountain State Educational Services Cooperative	Jan Hanlon / Kevin Hess	jhanlon@k12.wv.us / kbhess@k12.wv.us	245,000
Wisconsin	Cooperative Educational Service Agency (CESA Purchasing) #2	Meghan Cropp	meghan.cropp@cesapurchasing.org	854,000
Wyoming	Northeast Wyoming Board of Cooperative Educational Services (NEW BOCES)	Noamie Niemitalo / Benny Leonard	nniemitalo@newboces.com / bleonard@newboces.org	93,000

II. General Terms and Conditions for All Agencies

For the purposes of this Solicitation, the following terms must be defined as indicated below, and constitute the general terms and conditions for all AEPA Member Agencies:

Administrative Fee: The percentage of sales that each Vendor Partner pays the Member Agency for sales in their respective state or states that they extend AEPA pricing to. Administrative Fees must be paid to each Member Agency quarterly. Administrative fees may not exceed 2% based on volume sold net of shipping, sales and government fees.

Advertising: Vendor Partner must not advertise or publish information concerning this contract prior to the award being announced by AEPA Member Agencies. Once the award is made, the Vendor Partner may advertise to the individual Participating Entities that products/services are available. Vendor Partner must submit ad copy to the AEPA Member Agency for review and approval prior to issuing the advertisement.

AEPA Bi-Annual Meetings: AEPA holds two general meetings each year: one in the Spring (usually in April or May) and the other in the Winter (usually in November or December). AEPA requires that all successful contract holders attend both meetings and participate in the vendor engagement activities at the Spring meeting. AEPA requests that all vendor partners register in advance and stay at the AEPA official hotel if rooms are available. All registrations for the meetings are required by the official registration due date as announced by AEPA.

AEPA Member Agency: Refers to the entities identified in the table in Part I of this document who are approved as AEPA members. Member Agencies participating in a particular category are listed in Part A – IV. Specifications, Item 3: Anticipated Member Agency Participation. "Direct or Indirect Participation" may include their involvement through the formulation of any part of a procurement activity; the influencing of the content of any term, condition and/or specification; the evaluation, investigation, auditing and/or the rendering, of advice, recommendation, decision, approval, disapproval and the award and implementation of procurement contract. Not every listed entity may elect to participate in a solicitation once the responses are reviewed and approved.

Affirmative Action: An Affirmative Action Plan, Certificate of Affirmative Action, or other documentation regarding Affirmative Action may be required by AEPA Member Agencies. Vendors must comply with requirements and/or requests for information regarding Affirmative Action by Member Agencies.

Amendment of Solicitation: A solicitation may be amended up to the time of opening.

1. **Initial Contact with Category Committee:** A Respondent desiring appeal of a decision regarding a solicitation or a contract recommendation shall first address, in writing, the appropriate Category Committee. The Category Committee, in collaboration with the Director of Solicitations, will determine an appropriate resolution to the appeal. In addition, the Executive Director and Solicitations Committee will act as advisors in the appeal process.
2. **First Appeal to President:** If the issue appeal is not satisfactorily resolved, it may be submitted to the President of AEPA to determine if the appeal can be satisfactorily resolved or should be presented to the Board.

Applicable Law: The laws of the state of the respective AEPA Member Agency must govern any resulting contract of this solicitation. Suits pertaining to this contract may be brought only in courts in the County and State as prescribed by the AEPA Member Agency. Both parties agree that the Uniform Commercial Code, as adopted by the State of the AEPA Member Agency, must fully apply. The Vendor Partner must comply with any and all laws, whether local, state, federal or otherwise, applicable to any aspect of the work to be performed in relation to the resulting contract. It must be the Vendor Partner's responsibility to identify, make themselves aware of, and determine the applicability and requirements of any such laws and to abide by them.

Approval and Awarding of Contract: AEPA and its AEPA Member Agencies reserve the right to approve and award a contract to one Vendor Partner, to make multiple approvals and awards, to reject any or all offers in whole or in part, to waive any minor formalities or irregularities in any offers, and to accept offers, which in its discretion and according to law may be in the best interest of the AEPA Member Agencies and their Participating Entities. A response to this solicitation is an offer to contract with the AEPA Member Agencies based upon the terms, conditions, and scope of work and specifications contained in this invitation. A solicitation does not become a contract unless and until it is accepted, recommended, and approved by AEPA and awarded by the individual AEPA Member Agency. A contract is formed when an AEPA Member Agency administrator and, if required, an AEPA Member Agency Board approves and signs the Acceptance of Solicitation and Contract Award Form (see Part E) document, eliminating the need for a formal signing of a separate contract.

Assignment: No right or interest in this contract must be assigned or transferred by the Vendor Partner without prior written permission by AEPA and its AEPA Member Agencies, and no delegation of any duty of the Vendor Partner must be made without prior written permission by the AEPA Member Agency. AEPA and its AEPA Member Agencies must not unreasonably withhold approval and must notify the Vendor Partner within fifteen (15) days of receipt of written notice by the Vendor Partner.

Audit Rights: In accordance with applicable law of the State of the AEPA Member Agency, the Vendor Partner's books, and pertinent records related to this contract may be audited at a reasonable time and place.

Authority: This solicitation, as well as any resulting contract/agreement, is issued under the general authority of the State laws of the AEPA Member Agency and those identified within the AEPA Member Agencies' Specific Terms and Conditions, Part C, (see also Procurement Code below). Internal or external Cooperative Purchasing Agreements between the AEPA Member Agency and Participating Entities may exist.

Bidder/Respondent/Offeror/Vendor Partner Definitions:

Bidder, Respondent, Offeror, and Vendor Partner are interchangeable and are used to identify the person(s) or firm(s) submitting a response to an Invitation for Bid or Request for Proposal.

1. Prospective Respondent/Bidder/Offeror: has notified AEPA of a desire to bid by registering on the AEPA solicitation portal. "Bidder" has submitted an offer to AEPA in response to an AEPA solicitation.
2. Recommended Respondent/Bidder/Offeror: has been approved by AEPA for its AEPA Member Agencies for contract consideration.
3. Vendor Partner: has entered into a contract with a participating AEPA Member Agency or subsequently a Participating Entity.

Bonfire eProcurement Platform (<https://gobonfire.com/>), AKA Euna Procurement:

An easy-to-use platform that provides Respondents with the automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to electronically submit an organization's solicitation response. All changes, updates, uploads, and downloads are time-stamped and logged as part of the solicitation process. Vendors must register to use Bonfire. Registration information is on the [AEPA website](#). There is no cost for vendors to use Bonfire. Bonfire has recently changed its name to EUNA Procurement. Therefore, the names Bonfire and EUNA Procurement are interchangeable in this solicitation.

Brand Names: The use of the name of a manufacturer, brand, make or catalog number does not restrict the Respondent. Brand names and model numbers are used to indicate the character, quality, and/or performance equivalence of the commodity on which offers are submitted. Respondents may submit alternates. However, AEPA reserves the right to decide whether alternatives to the identified manufacturer and brand are equal to the product, equipment, and/or service described in the invitation. AEPA's decision must be final.

Buyer: Identifies the AEPA Member Agencies and their Participating Entities that acquire and purchase commodities, supplies, materials, equipment, and services under AEPA Member Agencies' awarded contracts.

Captions, Headings, and Illustrations: The captions, illustrations, headings, and subheadings in this solicitation are for explanation only and in no way define, limit, or describe the scope or intent of the request.

Certification: By signature in the solicitation section of the Contract Award page, the Respondent certifies: the submission of the offer did not involve collusion or other anti-competitive practices; the Respondent must not discriminate against any employee, or applicant for employment in violation of Federal and State Laws; the Respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with the submitted offer; and the Respondent agrees to promote and offer to AEPA Member Agencies and Participating Entities only those materials and/or services as stated in and allowed under resultant contract(s) awarded.

Christian Doctrine: Any federal, state, and local governing authority's/jurisdiction's statutes, codes, rules, and regulations referenced and/or govern the products, services, and activities relating to and are part of this solicitation, whether or not physically noted or included, must be complied with, and adhered to as required. It is the sole responsibility of the Respondent to perform and complete any necessary research and investigation required to make themselves aware of and comply with this item.

Clarification: As used in this solicitation, clarification means communication with a Respondent for the sole purpose of eliminating minor irregularities, informalities, or apparent clerical mistakes in the solicitation. It is achieved by explanation or substantiation, either in response to an inquiry by the AEPA Member Agency or as initiated by the Respondent. Clarification does not allow the Respondent to revise or modify its solicitation.

Commercially Available Catalog: A published paper catalog or an online website that is widely distributed or accessible to a wide population or set of businesses across the United States. It is made available to the general public, public or nonprofit entities and contains a verifiable price, along with product descriptions, SKU numbers, and photographs. A commercially available catalog is distinct from a custom catalog or website, whose prices and offerings are tailored to niche audiences or are targeted to a small geographic location. The prices published in a Commercially Available Catalog will be considered a company's base pricing or "commercially available pricing" for the purpose of AEPA bids or proposals. All pricing must be in U.S. Dollars. AEPA will not accept an artificial catalog or price list, or base price created for the purpose of responding to a competitive solicitation.

Competitive Range: AEPA and its AEPA Member Agencies reserve the right to establish a competitive range of acceptable responses as part of the evaluation process as defined herein. Responses below the competitive range will be determined to be unacceptable and will not receive further consideration.

Contract Documents: AEPA Member Agency will review proposed contract documents. Vendor Partner's contract document must not become part of AEPA Member Agency's contract with Vendor Partner unless and until an authorized representative of an AEPA Member Agency reviews and accepts it.

Construction: Each AEPA Member Agency defines what constitutes construction within their state statutes, and identifies the policies, rules, regulations, and codes that govern construction projects. AEPA has defined construction as building, altering, repairing, installing or demolishing in the ordinary course of business any road, highway, bridge, parking area or related project; building, stadium or other structure; airport, subway or similar facility; park, trail, athletic field, golf course or similar facility; dam, reservoir, canal, ditch or similar facility; sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; sewage, water, gas or other pipelines; transmission line; radio, television or other towers; water, oil or other storage tanks; shaft, tunnel or other mining appurtenance; electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations. Construction must also include leveling or clearing land; excavating earth; drilling wells of any type, including seismographic shot holes or core drilling; and similar work, structures, or installations.

Cooperative Procurement: Some individual state procurement codes may contain cooperative purchasing statutes that state any state agency or local public body may either participate in, sponsor or administer a cooperative procurement agreement for the procurement of any services, construction or items of tangible personal property with any other state agency, local public body or external procurement unit in accordance with an agreement entered into and approved by the governing authority of each of the state agencies, local public bodies or external procurement units involved. The cooperative procurement agreement must clearly specify the purpose of the agreement and the method by which the purpose will be accomplished. Any power exercised under a cooperative procurement agreement entered into according to each state's procurement code must be limited to the central purchasing authority common to the contracting parties, even though one or more of the contracting parties may be located in different states.

Cooperative Purchasing Contracts: The Vendor Partner agrees that all the prices, terms, warranties, and benefits granted by the Vendor Partner to AEPA Member Agencies or Participating Entities through this contract will be equal to or better than those offered to any individual entities or cooperatives that have equal or lesser volume. If the Vendor Partner must, during the term of this Contract, enter into arrangements with any customer or cooperative providing greater benefits or terms that are more favorable, the Vendor Partner must notify the AEPA category committee chairperson and offer said prices, terms, warranties, and benefits to all AEPA Member Agencies. The following must be noted:

1. AEPA and its AEPA Member Agencies reserve the right to accept or reject the Respondent's offer if it is determined it does not comply with the above based on their knowledge, investigation, review, and findings of Respondents' submitted prices.
2. In the event the Vendor Partner offers lower prices to another customer or cooperative, AEPA and its AEPA Member Agencies must notify the Vendor Partner of the deviation and request written justification. Based on AEPA and its AEPA Member Agencies' investigation, review, and findings, AEPA reserves the right to take the following actions: to request the Vendor Partner to immediately adjust its AEPA's offered prices to match the lower prices offered, to work with the Vendor Partner to mediate and resolve the situation; or to notify the Vendor Partner that it intends to suspend and/or terminate their contract.

Cost of Preparation: Neither AEPA nor any AEPA Member Agency must reimburse the cost of developing, presenting, or providing any response to this solicitation.

Credit Hold: The Vendor Partner must agree not to place the AEPA Member Agency and/or its Participating Entity on “credit hold” without 10-days advanced notice in writing, either by letter, facsimile, or email to the AEPA Member Agency and the Participating Entity. The AEPA Member Agencies believe it is better for the Vendor Partner if the AEPA Member Agency places the slow paying Participating Entity on “credit hold;” if a Vendor Partner places the Member Agency on credit hold, Participating Entities that pay promptly are penalized. If, on the other hand, the Member Agency places the offending Participating Entity on “credit hold,” payment is more likely to result and only the offending Participating Entity is penalized.

Delivery Terms, Conditions, and Requirements

1. **Delivery:** is to be made within the specified time identified in Part A Specifications for each solicitation category, unless otherwise stipulated in writing and accepted by all parties (Buyer placing order and Vendor Partner). The Vendor Partner agrees to notify the Buyer if an order cannot be processed within the specified period and/or the agreed-upon timelines.
2. **The title and risk of loss of material or service:** must not pass to the Buyer purchasing the material or services until it receives the material or service at the point of delivery (FOB Destination), and they have been accepted, unless otherwise provided within this document or individual project’s contract.
3. **Ownership of products and services** happens only after receipt and acceptance of delivery by the Buyer. The Buyer will be the determining judge of whether materials and services delivered under the purchase order/contract satisfy the specifications and requirements as identified in the contract/order.
4. **Fungible Goods:** Title to an undivided share or quantity of an identified mass of fungible goods will not pass to a Buyer until the separation of the purchased share has been made, delivered, and received.
5. **Shipping Terms:** (See Part A Specifications for specific instructions on shipping and handling costs for the individual category you are responding to.) Vendor Partner must retain the title and control of all goods until they are delivered and received. All risks of transportation and all related charges must be the responsibility of the Vendor Partner unless other arrangements have been made between the vendor partner and the AEPA Member Agency. Shipping must be FOB destination. The Vendor Partner must file all claims for visible or concealed damage. AEPA Member Agency, or the receiving Buyer, will notify the Vendor Partner and/or Freight Company promptly of any damaged goods and must assist the freight company/Vendor Partner in arranging for inspection. No FOB vessel, car, or other vehicle terms will be accepted.
 - a. **Shipping Costs:** Products may be shipped without separate shipping costs. If shipping is allowed as a separate line item per Part A Specifications and charged, the actual cost of delivery may be added to an invoice. No COD orders will be accepted unless specifically requested by the AEPA Member Agency.
 - b. **Shipment under Reservation:** Vendor Partner is not authorized to ship materials under reservation and no tender of a bill of lading will operate as a tender of the materials.
 - c. **Shipping Errors:** Vendor Partner agrees that shipping errors will be at the expense of the Vendor Partner. For example, if a Vendor Partner ships a product that was not ordered, it is the responsibility of the Vendor Partner to pay for return mail or shipment.

6. **Stored Materials (vendor managed inventory):** Upon prior written agreement between Vendor Partner and Buyer, payment may be made for materials not incorporated in the work but delivered and suitably stored at the site or some other location, for installation at a later date. An inventory of the stored materials must be provided to the Buyer prior to payment. Such materials must be stored and protected in a secure location and be insured for their full value by Vendor Partner against loss and damage. Vendor Partner agrees to provide proof of coverage and/or addition of Buyer as an additional insured upon Buyer's request. Additionally, if stored offsite, the materials must also be clearly identified as the property of the Buyer and be separated from other materials. The buyer must be allowed a reasonable opportunity to inspect and take inventory of stored materials, on or offsite, as necessary. Until final acceptance by Buyer, it must be the Vendor Partner's responsibility to protect all materials and equipment. Vendor Partner warrants and guarantees that title for all work, materials, and equipment must pass to Buyer upon final acceptance. Payment for stored materials must not constitute final acceptance of such materials.
7. **Improper delivery:** Unless contrary to other parts of this solicitation, if the goods, services, or tender of delivery fail in any respect, to conform and adhere to the terms, conditions, specifications of the resulting contract based on this solicitation and/or the individual Buyer's contract/order, the Buyer may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.
8. **Defective Goods:** Vendor Partner agrees to pay for return shipment on goods that arrive in a defective or inoperable condition. Vendor Partner must agree to arrange for return shipment of damaged goods.
9. **Liquidated Damages:** The Buyer may suffer financial loss if the project is not substantially complete, or products or services are not delivered on the established date. The Vendor Partner (if applicable surety) must be liable for and must pay to the Buyer, not as a penalty, the sums that may be hereinafter agreed upon as liquidated damages per calendar day of delay until the work and/or delivery is determined by Buyer to be complete and/or delivered. Liquidated damages will be determined on a project-by-project basis.
10. **No Replacement of Defective Tender:** Every tender of materials must fully comply with all provisions of this contract. If tender is made which does not fully conform, this must constitute a breach, and Vendor Partner must not have the right to substitute a conforming tender without the written consent of all parties involved.
11. **Default in One Installment to Constitute Total Breach:** Vendor Partner must deliver conforming materials in each installment or lot of this contract and may not substitute nonconforming materials. The AEPA Member Agency reserves the right to declare a breach of contract if the Vendor Partner delivers nonconforming materials or services to any Buyer under this contract.
12. **Restocking Fees:** A restocking fee may only be charged on products ordered and delivered to the Buyer's site in accordance with the order/contract. Restocking fees in excess of 15% will not be allowed. Restocking fees may be waived, at the option of the Vendor Partner. The Vendor Partner must identify, specify, and justify any exceptions or deviations taken.

Disbarment and Suspension: By signature accepting Terms and Conditions, it is certified on behalf of the company and their key employees that neither the company nor its key employees have been proposed for debarment, debarred, or suspended by any State or Federal Agency within the last five (5) years. If within the past five (5) years, any Respondent has been disbarred, suspended or otherwise lawfully precluded from participating in any public procurement activity with a federal, state or local government, the Respondent must include a letter with its response that includes the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or not to disclose in the letter all the pertinent information may result in the cancellation of any resulting contract. By signing the solicitation section, the Respondent certifies that no current suspension or debarment exists.

EDGAR (2 CFR 200) Compliance: Respondents are required to complete Education Department General Administrative Regulations (EDGAR) compliance certification, found in Part E of this solicitation. EDGAR regulations govern all federal grants awarded by the U. S. Department of Education on or after December 26, 2014.

Eligible Entities: Individual AEPA Member Agency's state procurement codes and statutes dictate which agencies, entities, and organizations can participate in cooperative procurement contracts approved by AEPA and awarded by its members. Depending on state-specific regulations, federal and state agencies, local public bodies, and non-profit/non-public entities may utilize these contracts.

Estimated Quantities: In Part A Specifications of this solicitation, AEPA, and AEPA Member Agencies have indicated their anticipated volume for the products and services requested. It is anticipated that a considerable amount of activity will result from this solicitation; however, there is no guarantee of future order quantities since this is an indefinite-quantity contract. Usage depends on the actual needs of the AEPA Member Agencies, their Participating Entities, and the marketing by the Vendor Partner.

Euna Procurement eProcurement Platform, AKA Bonfire (<https://gobonfire.com/>):

An easy-to-use platform that provides Respondents with the automatic notification of open solicitations, automatic notification of answered questions and issued addenda, and a way to electronically submit an organization's solicitation response. All changes, updates, uploads, and downloads are time-stamped and logged as part of the solicitation process. Vendors must register to use Bonfire. Registration information is on the [AEPA website](#). There is no cost for vendors to use Bonfire. Bonfire has recently changed its name to EUNA Procurement. Therefore, the names Bonfire and EUNA Procurement are interchangeable in this solicitation.

Experience, Proven Track Record and Past Performance Information: It has been determined by AEPA and its AEPA Member Agencies to be a major factor in consideration if a Respondent possesses the ability, capacity, and resources to acquire, manufacture, deliver, construct, install, service and support all of the procurement functions and activities involved in a national contract of this nature. AEPA and its AEPA Member Agencies reserve the right to accept or reject an offer if, in its judgment, the Respondent failed to demonstrate the following: a proven track record in the products and services offered (qualifications, knowledge, and background); is willing and able to deliver the proposed products and/or services to ninety (90%) percent of those participating AEPA Member Agencies identified in Part A (unless otherwise noted in Part A Specifications) and has provided relevant information regarding its actions under previously awarded contracts to schools, local, state, or federal agencies. It includes the Respondent's record of conforming to specifications and standards of good workmanship; the Respondent's record of containing and forecasting costs on any previously performed cost-reimbursable contract schedules, including the administrative aspects of performance; the Respondent's history for reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the Respondent's businesslike concern for the interests of the customer.

Additionally, any former Vendor Partner that has not been recommended for extension during a solicitation cycle, or current Vendor Partner that has had under \$100,000 in total sales during the solicitation cycle, must appeal to AEPA in writing ([to bid-committee@aepacoop.org](mailto:bid-committee@aepacoop.org)) before being considered as a viable respondent to the solicitation. The appeal should include reasons for the poor past performance and steps that have been taken by the Vendor Partner to improve future performance. AEPA will reject the appeal if, in AEPA's sole discretion, the appeal does not sufficiently address poor past performance and steps to improve future performance. Failure of the Vendor to provide the appeal, before the due date of the solicitation, will result in the Vendor's submission being rejected.

External Procurement Unit: means any procurement organization not located in a current AEPA Member Agency state which, if located in the state, would qualify as a federal or state agency or a local public body. Various state procurement codes allow external procurement units to offer their contracts and for agencies within those states to utilize those contracts to acquire goods and services.

Federal Agency [25] USC 3001 (4): Is defined as any department, agency, or instrumentality of the United States, any executive department, military department, government corporation, government-controlled corporation, or other establishments in the executive branch of government, including the Executive Office of the President or any independent regulatory agency established through legislative and/or administrative action.

Federal Requirements: Vendor Partner agrees, when working on any federally-assisted projects with more than \$2,000 in labor costs, to comply with the Contract Work Hours and Safety Standards Act (40 U.S.C. 329 et seq.) and all applicable sections of the act and the Department of Labor's supplemental regulations (29 CFR parts 5 and 1926), the Civil Rights Act of 1964 as amended, the Davis-Bacon Act (Section 29, CFR Part 5), and the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in the Department of Labor regulation (29 CFR part 3). In such projects, the Vendor Partner agrees to post wage rates at the worksite and submit a copy of their payroll to the AEPA Member Agency for their files. Also, to comply with the Copeland Act, the Vendor Partner must submit weekly payroll records to the AEPA Member Agency. The Vendor Partner must keep records for three (3) years and allow the federal grantor agency access to these records, upon demand. All federally assisted contracts to an AEPA Member Agency that exceed \$10,000 may be terminated by the federal grantee for noncompliance by the Vendor Partner. In projects that are not federally funded, Vendor Partners must agree to meet any federal, state, or local requirements, as necessary. Also, if compliance with the federal regulations increases the contract costs beyond the agreed-on costs in this solicitation, the additional costs may only apply to the portion of the work paid by the federal grantee. On all other projects, the prices must agree with this contract. Vendor Partner must comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C.) 187 [h], and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et. Seq.); and, Executive Order 11738 and Environmental Protection Agency (EPA) regulations (40 CFR Part 15), which prohibit the use under non-exempt federal contracts, grants, or loans of facilities included in the EPA list of violated facilities.

Force Majeure: Except for payments of sums due, neither party must be liable to the other, nor be deemed in default under this contract, if, and to the extent, that such party's performance of this contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; blizzards; earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure must be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure and must be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure must not include late deliveries of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party must notify the other party in writing of such delay within forty-eight (48) hours.

Form of Contract: The form of contract for this solicitation must be the published solicitation, the awarded Vendor Partner's response, and properly issued purchase orders and/or contracts in accordance with this solicitation. If a firm submitting an offer requires AEPA Member Agency and/or Participating Entities to sign an additional contract, a copy of the proposed contract must be included with these.

Gratuities: AEPA Member Agency may, by written notice, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor Partner or any agent or representative of the Vendor Partner, to any employee of the AEPA Member Agency with a view toward securing a contract or with respect to the performance of this contact. However, paying the expenses of normal business meals, which are generally made available to all eligible school and government employees, must not be prohibited by this paragraph. Samples of software, equipment, or hardware provided to the AEPA Member Agency for demonstration, evaluation, or loan purposes are not considered gratuities.

Historically Under-Utilized Business: An “Historically Under-Utilized Business” (HUB) is a category for companies that have traditionally failed to reap the benefit from full and equal procurement opportunities. Typically, these types of companies may include women-owned, disabled veteran-owned, and minority-owned businesses or operations defined as small businesses, micro businesses, or businesses operating in enterprise zones. For the purpose of this solicitation, a Bidder opting to offer a HUB program, may self-define the types of HUB businesses it includes in its network of HUB partners and the role they play; however, the Bidder must ensure that the partner-authorized HUBs provide a “Commercially Useful Function.” As it related to HUB businesses, a “Commercially Useful Function” (CUF) is work that is integral to sales, delivery, or supply-chain solution, and not a mere facade for the pass through of goods. Examples of HUB work that qualify as a Commercially Useful Function include instances when HUBs:

- Execute a specific element of the scope of work including supplying of goods and services.
- Provide services work that is normal for the firm’s assortment of business services.
- Are fully or partially responsible for paying for wholesale materials, conducting sales, installation of products, delivery of products.
- Do not subcontract a portion of the work greater than expected by industry practices.
- Act as resellers, buying products wholesale from the awarded Vendor/Contractor.

Indemnification: Vendor Partner will indemnify, defend and save harmless AEPA, its Members, Participating Entities, its employees from any and all claims, demands, suits, proceedings, loss, cost and damages of every kind and description, including any attorney’s fees and/or litigation expenses, which might be brought or made against or incurred by AEPA, its Members, Participating Entities, its employees on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Vendor Partner, its employees, agents, representatives, or Subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this agreement, or arising out of worker’s compensation claims, unemployment compensation claims, or unemployment disability compensation claims of employees of Vendor Partner, and/or its Subcontractors or claims under similar such laws or obligations. Vendor Partner’s obligation under this section will not extend to any liability caused by the sole negligence of AEPA, its Members, participating Entities, its employees. The liability of AEPA, its Members, Participating Entities, or its employees will be subject in all cases to the immunities and limitations of Nevada or the AEPA Member Agency’s state laws.

Installation: Equipment and items of construction must be installed in accordance with the manufacturer’s instructions, specifications, in accordance with any federal, state, local rules, regulations, codes, and the schedule determined by the AEPA Member Agency and/or Participating Entity.

Insurance: Prior to executing a contract with the AEPA Member Agency or a Participating Entity under this solicitation, if required, the Vendor Partner must procure, maintain and provide certification from insurer(s) for minimal coverage during the life of any resulting contract/agreement, to include but not limited to comprehensive public and/or commercial liability, errors and omissions, workman’s compensation, unemployment and other insurance coverage required by and applicable to each AEPA Member Agency state’s statutes and federal laws in which proposed products and services will be offered and provided. Evidence of the required insurance for each of those AEPA Member Agencies’ state, who indicated an interest in

participating in this solicitation, identified in Part A Specifications by providing written evidence and/or documentation from your insurer(s) indicating your firm has in place the type and amount of coverage required by each of the states. The Bidder has the sole responsibility to conduct and perform the necessary research to make themselves aware of and to understand each state's requirements.

1. Certificate of Insurance: The Vendor Partner must provide, as required, a certificate of insurance for commercial liability insurance, naming the AEPA Member Agency and or its Participating Entity as the certificate holder (co-insurer). All insurance policies are to be executed by an insurance company authorized to do business in those AEPA Member Agencies' states participating in this solicitation.
2. Subcontractor's Insurance: Prior to commencing any work, any Subcontractor must procure and maintain, at its own expense until final acceptance of the work, insurance coverage in a form, and from insurers acceptable to the prime Vendor Partner. All Subcontractors must hold the appropriate type and amount of insurance coverage required by the AEPA Member Agency state in which the work is being done and will provide insurance, which waives all subrogation rights against the prime Vendor Partner, AEPA Member Agency and its Participating Entities.

Invalid Term or Condition: If any term or condition of this solicitation and any resulting contract must be held invalid or unenforceable, the remainder of this solicitation and any resulting contract must not be affected and must be valid and enforceable.

Late Responses: Late responses will not be accepted. All offers must be submitted online via Bonfire eProcurement Solution (<https://gobonfire.com>) by the due date and time of this solicitation.

Leases and Rentals: Vendor Partner may allow AEPA Member Agency or Participating Entity to rent, lease, or lease-purchase. The buyer must receive a copy of the executed leasing documents prior to processing a purchase order. Vendor Partner agrees that leases will comply with the Uniform Commercial Code and the Buyer's individual state laws. All terms of leasing must be included in the offer, with interest rates described as related to a published government standard. Vendor Partner must indicate in their response to this solicitation and in any leasing/rental agreement, all costs (must be itemized) associated with early termination and/or the returning of leased or rented equipment that are the responsibility of the Buyer. No sale of a contract to a third party will be made without informing the Buyer of the transfer. If Vendor Partner sells a lease contract to a third party, the cost of return of the product must not be greater than the cost of return to the original Vendor Partner.

Legal Remedies: All claims and controversies must be subject to the Procurement Code of the state in which the AEPA Member Agency or Participating Entity resides.

Licenses and Registration: Each state and local jurisdiction in which a transaction may occur may require various types of licenses and/or registrations (business, construction, etc.). Likewise, there are various policies, procedures, rules, regulations, codes, and laws that govern such licensing/registration within federal, state, and local jurisdictions, therefore, it is the Respondent's/Vendor Partner's responsibility to be aware of, obtain and maintain in current status all federal, state, and local licenses, registrations and bonds required for the performance and delivery of any and all products and services offered in its response to this solicitation. It is also the responsibility of the Respondent/Vendor Partner to ensure that any Subcontractors performing under this solicitation hold and maintain the appropriate licenses/registrations. The Respondent will submit copies of licenses, registration, and/or other documentation to substantiate whether they hold the appropriate licenses/registration required by individual jurisdictions covered by this solicitation.

Liens: All materials and services must be free of all liens.

Local Public Body: A political subdivision of the state and the agencies, instrumentalities, and institutions thereof. Such agencies may include but are not limited to two-year and four-year post-secondary educational institutions, pre-k-12 institutions, counties, cities, and municipalities, except as exempted pursuant to the Procurement Code within each state. Entities within these groups may include but are not limited to political subdivisions, administrative units, councils, commissions, boards, and organizations that either by federal, state, or local legislative or administrative action or appointment and have been established or given the responsibility and authority to act, conduct and perform various activities on behalf of the federal or state agency or local public body.

Manufacturer's Representative: Dealers, distributors, and installers of specialized facility technology, electrical, mechanical systems and equipment, who, if permitted by the Scope of Work, submit an offer as a manufacturer's representative, must be able to provide documented evidence from and/or between it and the manufacturer certifying that the Respondent is a bona fide manufacturer's agent for the specific products/services proposed, the Respondent is authorized to submit an offer on such products/services, and a guarantee that, should the Respondent fail to satisfactorily fulfill any obligations established as a result of the award of contract, the manufacturer will either assume and discharge such obligations covered by warrantees or provide for their competent assumption by one or more bona fide representatives for the term of the contract/warranty period. Respondents of software, mechanical devices, electrical products/systems, and other commodities that makeup systems/networks must be able to provide the same information from a manufacturer.

Modification by Buyer: Vendor Partner must have no obligation with respect to any patent and copyright infringement claim based upon Buyer's modification of the equipment and/or software, or its operation or use with apparatus, data or programs not furnished by Vendor Partner. However, one Buyer's action will not preclude Vendor Partner's obligation to others not having modified their equipment or software.

Money: All transactions are payable in U.S. currency only.

Multiple Approvals and Awards: throughout the United States, AEPA Member Agencies have a large number of Participating Entities who take advantage of and utilize awarded contracts. To ensure that any issued contract will allow these entities to fulfill current and future needs and requirements, AEPA and its AEPA Member Agencies reserve the right at their discretion to approve and/or award one contract, multiple contracts, or no contracts. The actual use of any contract will be at the sole discretion of the AEPA Member Agency or the Participating Entity.

Nonexclusive Contract: Any contract resulting from this solicitation must be approved and awarded with the understanding and agreement that it is for the sole convenience of AEPA, its AEPA Member Agencies, their Participating Entities and they reserve the right to obtain like goods and services from another source.

Nonprofit, Non-Public Educational Institutions, and other Nonprofit Organizations (Section 501(c)(3) of the Internal Revenue Code, Federal Tax Code): is defined as charitable, religious, educational, public service, support, and scientific organizations, entities, corporations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of the Federal Tax Code.

Notice: Notices under this solicitation/contract will be in writing and will, for all purposes, be deemed to have been fully given when sent by registered or certified mail, return receipt requested, postage prepaid, an email with appropriate verification, properly addressed to the respective parties as specified herein or at such other address as may be specified by either party from time to time.

Novation: If the original Vendor Partner sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. AEPA and its AEPA Member Agencies reserves the right to recommend approval, acceptance, or rejection of the new party. A simple change of name agreement will not change the contractual obligations of the Vendor Partner.

Ordering Procedures: AEPA has established a standard and special ordering process as defined below. Additionally, some AEPA Member Agencies also prefer or utilize electronic ordering as the method for the transactions.

1. Standard Ordering Process: Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request; the vendor will also send a copy of their quote to the state AEPA Member Agency for all construction-related bids. The buyer will prepare and issue a purchase order to the Vendor Partner based on the product catalog, price list, or Vendor Partner's quote. Vendor Partner will deliver and invoice the Buyer; Buyer will acknowledge delivery and acceptance by issuing the Vendor Partner payment. Vendor Partner, based on the agreed-to process, will report and submit payment for the AEPA Member Agency's administrative fee to the AEPA Member Agency (quarterly). The vendor Partner must provide the transaction and volume reporting in the AEPA report format.

2. Special Ordering Process:

- a. Buyer will select items for purchase from provided published catalog/price list or Vendor Partner will issue a quote upon request;
- b. Buyer will prepare and issue a purchase order to the AEPA Member Agency based on the product catalog, price list or Vendor Partner's quote;
- c. Vendor Partner will deliver the goods and/or service to the Buyer and will invoice the AEPA Member Agency;
- d. AEPA Member Agency will invoice the Buyer and add their administrative fee to the invoice price;
- e. AEPA Member will pay Vendor Partner for the goods and/or service once the Buyer has confirmed acceptance.
- f. The vendor Partner must provide the transaction and volume reporting as stipulated quarterly in the AEPA report format.

3. Electronic Ordering

When a Vendor Partner based online ordering system is available, the following functionality is required:

- a. Electronic ordering systems must be secure, and password protected. Entering the system with the designated password must automatically send the user to AEPA contract pricing.
- b. When the Buyer requires purchase orders, electronic ordering system must require the entry of a purchase order number, credit card, or purchasing card prior to accepting an order.
- c. Electronic ordering systems must automatically assign correct contract prices to applicable orders.
- d. Electronic ordering systems should list catalog price and AEPA discounted price.
- e. Electronic ordering systems must track orders and purchases covered by the AEPA contract for reporting and audit purposes. The vendor Partner must provide the transaction and volume reporting in the AEPA format.
- f. Electronic ordering systems' pricing must include the AEPA Member Agencies administrative fee required by the AEPA Member Agencies.
- g. Electronic ordering systems should allow AEPA Member Agencies to print an archived (historical) copy of a Buyer's order.

Order of Precedence: In the event a conflict occurs the following order of precedence must prevail:

1. Member Agency specific terms and conditions
2. Specifications and scope of work
3. General terms and conditions
4. Attachments and exhibits
5. Documents referenced or included in the solicitation.

Overcharges by Antitrust Violations: Member Agency maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the Buyer. Therefore, to the extent permitted by law, the Vendor Partner hereby assigns to the Member Agency any and all claims for such overcharges as to the goods or services used to fulfill the contract.

Parole Evidence: This contract represents the final written expression of agreement. All agreements are contained herein and no other agreements or representations that materially alter it are acceptable.

Participating Entity: Those Public and Private School Districts, Educational Service Agencies, Intermediate School Districts, Higher Education Institutions, Federal Agencies, State Agencies, Local Public Bodies, and Nonprofit Non-Public Corporations, Organizations, other entities contracted to conduct business on behalf of a participating entity provided they are required to follow member state and local procurement regulations, etc. that have authorizations to utilize the AEPA Member Agencies' Awarded Contracts.

Patent and Copyright Indemnification: To the extent permitted by law, Vendor Partner must indemnify and hold harmless Member Agency and its Participating Entities against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Member Agency and its Participating Entities of materials furnished or work performed under this contract. Member Agency and its Participating Entities must reasonably notify Vendor Partner of any claim for which it may be liable under this paragraph.

Performance Bonding (required for construction projects): Performance bonds are completed after the contract and at the time a member authorizes a project. The Vendor Partner agrees to provide all performance and payment bonds for individual projects executed by a surety company authorized to do business in the individual AEPA Member's state and said surety to be approved in federal circular 570 as published by the United States treasury department, the state or the local governing authority, in an amount equal to one hundred percent of the price specified in the contract; when required by an AEPA Member Agency or Participating Entity at the time a contract is executed. If the Vendor Partner fails to deliver any required performance or payment bonds, the AEPA Member Agency or Participating Entity must not execute the contract or terminate the contract with the Vendor Partner and the appropriate AEPA Category Committee must be notified of such failure and must take the appropriate action.

Piggyback Contracts: In the event a new Member Agency joins AEPA, the Member Agency may elect to award any and all existing contracts if permissible by their state laws.

Prevailing Wage: Where applicable, the Vendor Partner must comply with prevailing wage legislation in effect in the jurisdiction of the awarding AEPA Member Agency.

Pricing: AEPA has identified and stipulated the type of bid and the pricing methodologies that are to be utilized to price and submit bid or proposal prices. The Vendor Partner agrees that the cost for any item bid or offered on this contract will be uniform for all states and that any differences in pricing are due to state-specific installation and labor costs, AEPA Member Agency's Administrative Fee, or other approved reasons. The Respondent must provide their pricing as requested utilizing the various pricing methodologies specified in Part A. **The Respondent/Vendor Partner must agree that they will not offer or provide a better price to any individual entities or cooperatives with equal or lesser volume than that through AEPA.** Please note the following that relates to pricing:

1. **Proposal Pricing:** For services priced through an AEPA Request for Proposal, vendors may respond with a discount off labor and material costs. Labor must be sufficiently itemized by title and include total rate (salary and fringe). Material costs must be itemized. Any Vendor Partner awarded under a time and materials pricing strategy must provide a "not to exceed" project quote to the purchasing Agency for work approval.

Prime Vendor Partner: For the purpose of this solicitation, a Vendor Partner will be considered a prime Vendor Partner and not a Subcontractor. Any Vendor Partner paid directly by the AEPA Member Agency or Participating Entity is a prime Vendor Partner; a Vendor Partner pays a Subcontractor. Prime Vendor Partners using Subcontractors are responsible for all actions of its Subcontractors.

Procurement Code: All Respondents/Vendor Partners must make themselves aware of and comply with all federal, state, and local statutes and regulations.

Products and Services

1. **Product Line:** If applicable, contracts will be awarded to Respondents able to provide their complete product line(s) of commodities, supplies, equipment, software, and services that meet the scope of work and specifications of this solicitation. Respondents with a published, priced catalog may submit their entire catalog; AEPA reserves the right to select or reject products within the catalog for recommendation without having to award all the contents.
2. **Serial Numbers:** Offers must be for equipment on which the original manufacturer's serial number has not been altered in any way.
3. **Current Products:** All offers must be for commodities, supplies, equipment, and software in current production; meet or exceed commercial and industry standards; and marketed and provided nationally to the general public and/or educational/governmental agencies.
4. **Construction Products and/or Services:** Are associated with building, erecting, altering, repairing, installing or demolishing in the ordinary course of business any: (1) road, highway, bridge, parking area or related project; (2) building, stadium or other structure; (3) airport, subway or similar facility; (4) park, trail, athletic field, golf course or similar facility; (5) dam, reservoir, canal, ditch or similar facility; (6) sewage or water treatment facility, power generating plant, pump station, natural gas compressing station or similar facility; (7) radio, television or other tower; (8) shaft, tunnel or other mining appurtenance; (9) electrical wiring, plumbing or plumbing fixture, gas piping, gas appliances or water conditioners; (10) air conditioning conduit, heating or other similar mechanical work; or similar work, structures or installations; (11) leveling or clearing land; (12) excavating earth; (13) drilling, wells of any type, including seismographic shot holes or core drilling; and similar work, structures or installations.
5. **Services:** Are defined as the furnishing of labor, time, or effort by a Vendor Partner not involving the delivery of a specific tangible product other than reports and other materials which are merely incidental to the required performance.

6. **Professional Services:** Services relating to architects, archeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, educational specialist, construction managers and other persons or businesses providing similar professional services, which may be designated as part of this solicitation.
7. **Peripheral & Optional Items:** Respondents can include various peripheral products, equipment, accessories, services, deliverables, and related items that are associated with and function with the primary offering. Optional equipment or products may be added to the contract during the term of the contract. AEPA reserves the right to accept or reject such offerings under the following conditions: the enhancement is recommended by AEPA and approved by the Member Agency; the option is priced at a discount similar to other options; and the option is an enhancement to the unit.
8. **Descriptive Literature and Brand Names:** All offers are to include a complete set of the manufacturer's descriptive literature regarding the commodities, supplies, materials, equipment, and software offered. Brand names, trade names, and/or catalog numbers used in the solicitation will be intended to describe and identify the type, level, and quality of products, equipment, and software being requested.
9. **Discontinued Products:** If a product or model is discontinued by the manufacturer, Vendor Partner may substitute a new product or model if the replacement product meets or exceeds the specifications and performance of the discontinued model and if the discount is the same or greater than the discontinued model.
10. **Product Specifications:** This solicitation is designed to enable a Respondent to satisfy a requirement for a commodity, supply, material, equipment, software, process, or service. A specification may be expressed as a standard, a part of a standard, or independent of a standard; by specifying a manufacturer's brand and model. No specification is intended to unnecessarily limit competition by eliminating items capable of satisfactorily and/or meeting the actual needs of the procurement. When a brand name product is specified and is only available for a single source, Respondents are encouraged to offer alternative products that they believe to adhere to and comply materially, functionally, and operationally equal to or better than the brand name product specified. **Any Respondent, believing a specification is unnecessarily restrictive, must indicate such in the form of a question during the solicitation process and prior to the due date for questions listed in the solicitation.** The fact that a manufacturer or supplier chooses not to produce or supply the commodity, supply, material, equipment, software, or services to meet these specifications will not be considered sufficient cause to adjudge these specifications as restrictive. If the Respondent deviates from these specifications, reasons must be stated for such deviation and state why, in their opinion, the commodity, supply, material, equipment, software, or services bid will render equivalent reliability, coverage, performance, and/or service. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire offer.
11. **Quality:** Unless otherwise modified elsewhere in this solicitation, Vendor Partner warrants the commodities, supplies, materials, equipment, and services delivered as stipulated in the Buyer's purchase order/contract, must be: of quality to pass without objection in the industry and professional standards normally associated with them; fit for the intended purpose(s) for which they are used; of even kind, quantity and quality within each unit and among all units, within the variations permitted by the contract; adequately offered, presented, delivered, accomplished and complete as the contract may require; and conform to the written promises and/or oral affirmations of fact made by Vendor Partner.

Product Information, Catalogs, and Price Lists: Respondents must include an electronic copy of the latest edition of the commercially available catalog and price lists that the discount will be applied to with the response. Throughout the term of the contract, Vendor Partner(s) must furnish all AEPA Member Agencies and their Participating Entities with copies of approved commercially available catalogs and price lists in the format desired (electronic, online shopping cart, etc.).

Progress Payments: Progress payments are allowed on purchases for goods and services under the following conditions: The Buyer and the Vendor Partner agree to the terms of the progress payments prior to issuing a purchase order; the purchase order describes the amounts to be paid and the date of payment; the Buyer has a satisfactory method of verifying progress described in writing in a letter or on the purchase order; that payments will only be made when actual goods and/or services are verified/received; and that any such payments be made in full compliance of Buyer's local board rules and any and all other applicable state rules and regulations.

Protest Resolution: Protest must be resolved, in accordance with AEPA's Board Policies, Procedures and/or the appropriate state statutes where the AEPA Member resides. AEPA intends that all solicitation protest decisions from the point a solicitation has been published through contract approval or rejection will be resolved by AEPA. Protests concerning contract award by AEPA Member Agencies will be resolved by the respective AEPA Member Agency.

- 1. Protest Costs:** The losing party to the protest must be responsible for the reasonable and justifiable costs of the protest. The protest costs must be based on the costs and expenses incurred by AEPA and its Member Agencies, including but not limited to staff salaries, attorneys' fees, hearing, reproduction, transcription, and travel costs.

Provisions Required by Law: By submitting a response to this solicitation, Respondents are acknowledging they have conducted and performed the required research to make themselves aware and knowledgeable of all federal, state, and local laws/statutes that are referenced herein, may pertain to and/or govern the procurement activities and transactions covered by this solicitation. These provisions of law and any clause required by law that is associated with and relates to this solicitation and any resulting contract will be read and enforced as though it were included herein.

Public Record: All offers submitted to this invitation become the property of AEPA and will become a matter of public record, available for review, subsequent to the solicitation due date. The Opening Record will be posted to the AEPA website (www.aepacoop.org).

Questions: Inquiries and questions related to this solicitation must be submitted online in Bonfire, per the timeline included in Part A.

Once a contract has been awarded by an individual AEPA Member Agency any inquiries and questions relating to contract implementation, execution, transactions, and/or concerns/issues occurring within that state should be addressed to the individual AEPA Member Agency.

Reporting: Vendor Partners are required to submit quarterly detailed sales reports to all AEPA Member Agencies.. If there are no sales, \$0 reports are required. A Vendor Quarterly Report Template is included with this solicitation.

Respondent Acceptance Period: To allow AEPA Member Agencies the opportunity to evaluate the offers, AEPA requires that an offer in response to this solicitation be valid and irrevocable for one hundred twenty-days (120) after opening time and date.

Right to Assurance: Whenever one party to this contract in good faith has reason to question the other party's intent to perform, he/she may demand that the other party give written assurance of this intent to perform. In the event that a demand is made, and no written assurance is given within ten (10) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.

Right to Request Additional Information: AEPA, and its respective representatives, reserves the right to request any additional information during the procurement process that might be deemed necessary to better understand the submitted solicitation response including, but not limited to, clarifying questions. Respondents may be requested to submit such answers in writing but will not be allowed to change or alter their offer.

Safety Measures: Vendor Partners must take all necessary precautions for the safety of employees on the worksite, and must erect and properly maintain at all times, as required by job conditions and progress of the work, all necessary safeguards for the protection of the workers and public. They must post danger-warning signs against the hazards created by their operation and work in progress. Proper precautions must be taken pursuant to state law and standard construction practices to protect workers, the general public, and existing structures from injury or damage.

Safety Standards: All items supplied in this contract must comply with the current applicable Occupational Safety and Health Standards, the National Electric Code, and the National Fire Protection Association Standards.

Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid must not affect any other provision or application of the contract that may remain in effect without the invalid provision or application.

Substance Use & Conduct: All Vendor Partners and Subcontractors must adhere to the local substance (alcohol, drug, smoking, etc.) and conduct (dress code, language, parking, etc.) policies while on AEPA Member Agencies and Participating Entities premises.

State Agency: means any department, commission, council, board, committee, institution, legislative body, agency, government corporation, educational institution, or official of the executive, the legislative or judicial branch of the government of this state.

Survival: All applicable software license agreements, warranties, or service agreements that were entered into between Vendor Partner and Buyer under the terms and conditions of the Contract must survive the expiration or termination of the Contract. All purchase orders issued and accepted by Vendor Partner must survive expiration or termination of the Contract.

Tare: If the Vendor Partner requires the Buyer to pay for shipping, the weight of the empty container and any material used for packing must be of the lightest weight practical for safe delivery of the contents.

Taxes: Different jurisdictions taxing authorities have different tax laws, rules, regulations, and processes, therefore, prices offered will not include applicable federal, state, and local taxes. All applicable taxes must be listed as a separate item on all cost proposals and invoices.

Term of Contract and Extensions: The initial term of the contract must be for up to fifteen (15) months and will commence on the date as indicated by each Participating Member Agency on the Acceptance of Solicitation and Contract in Part E of this solicitation. By mutual written agreement, the contract may be extended for three additional 12-month periods AEPA may choose to recommend the contract extension. If so recommended, an individual Member Agency may choose, at their sole discretion, to extend the contract. In the event AEPA does not recommend or approve a contract extension, or a contract expires, a Member Agency may offer an extension not to exceed six (6) months.

Termination by AEPA Member Agency: An AEPA Member Agency may cancel any contract secured by the solicitation without any further obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the AEPA Member Agency is or becomes, at any time while the contract or any extensions of the contract is in effect, an employee of, or a consultant to any other party to this contract with respect to the subject matter of the contract. Such cancellation must be effective when the parties to this contract receive written notice from the AEPA Member Agency unless the notice specifies a later time. Cancellation by one AEPA Member Agency does not require other Agencies to cancel their contracts.

Termination by Non-Approval of AEPA: AEPA Member Agencies, on an annual basis assess, evaluate, and review existing AEPA vendors to determine if the organization as a whole desires to extend its approval of those vendors. If an existing AEPA vendor's approval is not extended for an additional term, the AEPA Member Agencies cannot extend the disapproved vendor's contract for a period exceeding six (6) months. See Term of Contract and Extensions above.

Termination for Convenience: AEPA Member Agencies reserve the right to immediately terminate this contract, without penalty or recourse, in whole or in part, if the AEPA Member Agency determines that termination is in the best interest of Participating Entities. The Vendor Partner, after receipt of a "Notice of Termination," must not accept any new orders after the termination date specified in the notice. Any termination must not affect projects that are in progress at the time the cancellation is received by the AEPA Member Agency. Vendor Partner must be entitled to receive just and equitable compensation in accordance with applicable contract pricing for work in progress, work completed, and materials accepted before the effective date of the cancellation. The Vendor Partner will not be reimbursed for any anticipated profit. The AEPA Member Agency reserves the right to cancel, or suspend the use thereof, any contract resulting from this solicitation if the Vendor Partner files for bankruptcy protection or is acquired by an independent third party. Vendor Partner may cancel this contract upon written notice to the AEPA Member Agency prior to the intended termination date (or on the yearly anniversary of the solicitation). Any termination must not affect projects that are in progress at the time the cancellation is received by the AEPA Member Agency.

Termination for Default: If either party is in default under this contract, it must have an opportunity to cure the default within the time indicated (ten business days in most states) after it is given written notice of default by the other party, specifying the nature of the default. Upon receipt of the notice of default, the defaulting party must have ten business days to provide a satisfactory response to the AEPA Member Agency. Failure on the part of the defaulting party to adequately address all issues of concern may result in contract termination. If the default is not cured within the time specified in the notice of default, the non-defaulting party must have the right, in addition to all other remedies at law or equity, to immediately terminate this contract. Failure to complain of any action, non-action or default under this Agreement must not constitute a waiver of any of the parties' rights hereunder. The AEPA Member Agency reserves the right to terminate this contract, or any part hereof, for cause in the event of any default by the Vendor

Partner, or if the Vendor Partner fails to comply with any contract terms and conditions, or fails to provide the AEPA Member Agency, upon request, with adequate assurances of future performance. In the event of termination for cause, the AEPA Member Agency must not be liable to the Vendor Partner for any amount for supplies or services not accepted, and the Vendor Partner must be liable to the AEPA Member Agency or any Participating Entity for any and all rights and remedies provided by law. If it is determined that the AEPA Member Agency improperly terminated this contract for default, such termination must be deemed a termination for convenience. The AEPA Member Agency will issue written notice to the Vendor Partner for acting or failing to act in any of the following:

1. The Vendor Partner provides material that does not meet the specifications of the contract;
2. The Vendor Partner fails to adequately perform the services set forth in the specifications of the contract;
3. The Vendor Partner fails to complete the work required or to furnish the materials required within a reasonable amount of time;
4. The Vendor Partner fails to make progress in the performance of the contract and/or gives the AEPA Member Agency reason to believe that the Vendor Partner will not or cannot fulfil the requirements of the contract;
5. The Vendor Partner fails to extend lower pricing that has been offered to another customer or cooperative that has equal or lesser volume.
6. The Vendor Partner fails to observe any of the terms and conditions of the contract;
7. The Vendor Partner fails to follow the established procedure for purchase orders, invoices, and receipt of funds as stipulated by the AEPA Member Agency.

Termination for Non-Appropriation: Any individual Buyer's procurement/contract covered by this solicitation and executed in accordance with the resulting contract may be terminated if insufficient appropriations and/or authorizations do not exist due to changes in state or federal law, or because of a court order, or because of insufficient appropriations made available to the Buyer's governing board and/or its State Legislature. Such termination will be affected by sending fifteen (15) days' written notice to the Vendor Partner. The Buyer's decision as to whether sufficient appropriations and authorizations are available must be accepted by the Vendor Partner and must be final.

Title and Risk of Loss: The title and risk of loss of material or service must not pass to the Buyer purchasing the material or services until it receives the material or service at the point of delivery unless otherwise provided within this document.

Trade-in Equipment: Equipment for trade-in must be dismantled by the Vendor Partner and removed at its expense. The conditions of the trade-in equipment at the time it is turned over to the Vendor Partner must be the same as when the original agreement was made, except as affected by normal wear and tear from use between the time of the solicitation and the trade-in. Values placed on trade-in products are between the Buyer purchasing the new unit and the Vendor Partner.

Vendor Partner: Respondent who has been approved and awarded a contract for the delivery of construction, tangible personal property, supplies, or services in response to this solicitation.

Vendor Partner Contact: Vendor Partner will designate one individual who will represent them to AEPA, and its AEPA Member Agencies during the contract period. This contact person will correspond with each AEPA Member Agency for technical assistance, problems, or questions that may arise. If other staff, distributors and/or independent Vendor Partners will be performing the sales or support functions for different geographical areas (states), Vendor Partner must include instructions and contact information that can be distributed to AEPA Member Agencies upon approval of this bid.

Warranty: Vendor Partner warrants that all commodities, supplies, materials, equipment, software, and service delivered under this contract must conform to the specifications of this contract. All items should carry a warranty equal to the intended life cycle or a minimum manufacturer's warranty that includes parts and labor unless otherwise specified in the category specifications. The manufacturer has the primary responsibility to honor a manufacturer's warranty; a distributor or dealer agrees to assist the purchaser to reach a solution in a dispute with the manufacturer over a warranty's terms. Any extended manufacturer's warranty will be passed on to the Buyer. For example, if a voice board has a three-year warranty, but the board is in a turnkey system that has a one-year warranty, the voice board's three-year warranty must be honored by the manufacturer and the Vendor Partner. All extended warranties must be passed on, without exception. If upon discovery, the Vendor Partner charges a Buyer for a replacement part that the Vendor Partner actually received at no cost under a warranty, the Vendor Partner will rebate the amount billed and the Buyer reserves the right to cancel the contract.

Part E – Signature Forms

AEPA 026-E
Student Transportation Solutions

Instructions

Contained herein are forms that **require a signature** from an authorized person at your company. All items found within this document are **mandatory**. Failure to sign the required areas, sections, or signature lines may lead AEPA to consider your company's proposal as **non-responsive**.

To submit the required signed forms, follow these steps:

1. Read the documents in their entirety.
2. Complete all forms and sign when required.
3. Return the forms and pages in their correct order and scan one (1) single PDF format titled “Part E – Signature Forms – Name of Responding Company” (i.e. one PDF document for all signature forms).
4. Submit Part E, along with other required documents in Bonfire/Euna Procurement.

The following sections will need to be completed prior to submission as one (1) single PDF titled “Part E – Signature Forms – Name of Responding Company”.

[**Uniform Guidance “EDGAR” Certification Form**](#) – ***signature required**

[**Solicitation Affidavit**](#) – ***signature required**

[**Acceptance of Solicitation & Contract**](#) – ***signature required**

Uniform Guidance “EDGAR” Certification Form

2 CFR Part 200

When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Respondents submitting proposals must complete this EDGAR Certification form regarding the Respondent’s willingness and ability to comply with certain requirements, which may apply to specific agency purchases using federal grant funds.

For each of the items below, the Respondent will certify its agreement and ability to comply, where applicable, by having the Respondent’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Respondent fails to complete any item of this form, AEPA will consider and may list the response, as the Respondent is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Respondent using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Respondent default are included in AEPA’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Respondent and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as AEPA’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Respondent. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay Respondent for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Respondent’s return policy. If the participating agency has paid the Respondent for goods and services provided as the date of termination, Respondent shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including how it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Respondent, the participating agency’s provision shall control.

3. Davis Bacon Act

When required by Federal program legislation, Respondent agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Respondent shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, Respondent is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. Also, Respondent shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Respondent agrees that, for any purchase to which this requirement applies, the award of the purchase to the Respondent is conditioned upon Respondent’s acceptance of wage determination.

Respondent further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this titled or imprisoned not more than five (5) years, or both.

4. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Respondent agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Respondent is required to compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 applies to construction work and provides that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. Right to Inventions Made Under a Contract or Agreement

If the participating agency's federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. Clean Air Act and Federal Water Pollution Control Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, Respondent agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

7. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Respondent certifies that the Respondent is not currently listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Respondent if Respondent is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

8. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

9. Procurement of Recovered Materials

For participating agency purchases utilizing Federal funds, Respondent agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

10. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, Respondent agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Respondent agrees that the total price, including profit, charged by the Respondent to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Respondent's contract with AEPA.

11. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Respondent agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with a participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

12. Governing Law; Forum Selection.

Respondent acknowledges and agrees that any legal action or proceeding in which the Association of Educational Purchasing Agencies, Inc. ("AEPA"), is a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the Commonwealth of Kentucky, and must be brought and determined in the state courts of the Commonwealth of Kentucky in Warren County, Kentucky, or the United States Western District of Kentucky (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

Respondent further acknowledges and agrees that any legal action or proceeding in which a party includes a participating agency, but does not include AEPA as a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the state in which the participating agency is domiciled, and must be brought and determined in the state in which the participating agency is domiciled (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and I am authorized by my business to make this certification and all consents and agreements contained herein.

Respondent Certification (By Item)	Respondent Certification: YES, I agree	Initial
1. Violation of Contract Terms and Conditions		
2. Termination for Cause of Convenience		
3. Davis-Bacon Act		
4. Contract Work Hours and Safety Standards Act		
5. Right to Inventions Made Under a Contract or Agreement		
6. Clean Air Act and Federal Water Pollution Control Act		
7. Debarment and Suspension		
8. Byrd Anti-Lobbying Amendment		
9. Procurement of Recovered Materials		
10. Profit as a Separate Element of Price		
11. General Compliance with Participating Agencies		
12. Governing Law; Forum Selection.		

Name of Business

Signature of Authorized Representative

Printed Name

Date

Solicitation Affidavit

Instructions: This form must be signed by the business's authorized representative and notarized below. If awarded, the Respondent is required to produce a copy of this document for each Member Agency with which it contracts.

1. The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing bid (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other Respondents, or with any official of the **Member Agency**, or any employee thereof, or any person, business or corporation under contract with the **Member Agency** whereby the Respondent, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid, or is to pay to any other Respondent, or to any of the aforementioned persons, anything of value whatever, and that the Respondent has not, directly nor indirectly entered into any arrangement, or agreement, with any other Respondent or Respondents which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the Respondent, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the Respondent, nor any officer, director, partner, member or associate of the Respondent, nor any of its employees directly involved in obtaining contracts with the **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the Respondent or any person on his behalf has examined and understands the terms, conditions, the scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the Respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, the scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the Respondent is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these bid forms.

Authorized Representative (Please print or type)

Mailing Address

Title (Please print or type)

City, State, Zip

Signature of Authorized Representative

Date

STATE OF _____

COUNTY OF _____

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20____ by
_____.

Notary Public
My Commission expires: _____
Notary ID: _____

Solicitation Affidavit-Page 2 of 2

Acceptance of Solicitation & Contract

Instructions: PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Member Agency will provide a copy of the document to the Respondent.

PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	<hr/>	Date	<hr/>
Address	<hr/>	City, State Zip	<hr/>
Contact Person	<hr/>	Title	<hr/>
Authorized Signature	<hr/>	Title	<hr/>
Email	<hr/>	Phone	<hr/>

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2027 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

Awarding Agency _____

Authorized Representative _____

Authorized Signature _____

Awarded this	day of	Contract Number
Contract to commence-check one		
(Member Agency to select)		<input type="checkbox"/> 3/1/2026
		<input type="checkbox"/> Or



Part F.3 – Services Price Schedule

AEPA #026-E Student Transportation Solutions

Bidding Company Name:

Enter company name here

NOTE: If your company provides any of the services listed below, please complete the price schedule.

Part F.3 is a REQUIRED FORM

Limousine Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
School Bus Transportation Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
Motor Coach Transportation Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
Scheduling Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N
Support Services	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

Other Services (Specify in Description)	Description	Regular Price or Rates	Discounted Price or Rates	Per Diem Charges (if any)	Mileage Charges (if any)	*Additional Discount on Large Projects: Y/N

*Please detail additional discounts on large projects.



Submission Instructions for Suppliers

Instructions: Utilize the checklist below, reviewing to confirm that all the required documents have been uploaded to Bonfire/Euna Procurement, in their **specified/required format**, by the due date and time listed for this solicitation.

Submissions not following the specified/required format may result in being marked non-responsive and may not be considered for evaluation. Respondents are reminded that failure to follow, comply with, and adhere to the enclosed instructions of this solicitation may result in their response being deemed non-responsive. AEPA, its Member Agencies, affiliate agencies, and authorized representatives are not responsible for bid proposals that are incomplete, unreadable, or received after the solicitation deadline submission date.

Please follow these instructions to submit via our Bonfire/Euna Procurement portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement	Instructions
Bid Bond (Bid Bond Security Document)	File Type: PDF (.pdf)	1	If Required, as indicated at the top of Part A	The original bid security must be received by EducationPlus by the due date and time. See Part A.
New Jersey State Specific Documents	File Type: PDF (.pdf)	Multiple	Optional	
Exceptions & Deviations	File Type: PDF (.pdf)	1	Required	



AEPA Part D Questionnaire	Questionnaire: Excel (.xlsx)	1	Required	You will need to fill out the provided Response Template for this Questionnaire. The Response Template can be downloaded from the project listing on the Bonfire/Euna Procurement portal.
Part E Signature Forms	File Type: PDF (.pdf)	1	Required	
Part F Discount Pricing Workbook	File Type: Excel (.xls, .xlsx)	1	Required	
Exhibit A - Marketing Plan	File Type: PDF (.pdf)	1	Required	
Service Coverage Maps/Options for Participating Members (if applicable)	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Optional	



I acknowledge that I have downloaded all supporting documentation #1-4, along with my corresponding category documentation.	Data Type: Yes/No	N/A	Required	
I acknowledge that all products and services submitted with this response conform to the specifications outlined in Part A - Specifications	Data Type: Yes/No	N/A	Required	
Supporting Information	File Type: Any (.csv, .pdf, .xls, .xlsx, .ppt, .pptx, .bmp, .gif, .jpeg, .jpg, .jpe, .png, .tiff, .tif, .txt, .text, .rtf, .doc, .docx, .dot, .dotx, .word, .dwg, .dwf, .dxf, .mp3, .wav, .avi, .mov, .mp4, .mpeg, .wmv, .zip)	Multiple	Optional	



Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

Requested Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the [Bonfire Help Center](#).

Requested Questionnaires:

The Questionnaire Response Templates can be obtained by clicking on the appropriate Open Public Opportunities at <https://aepacoop.bonfirehub.com/opportunities/>

Please note that Questionnaires may take a significant amount of time to prepare.

2. Upload your submission at:

<https://aepacoop.bonfirehub.com/opportunities/>

You will not be able to prepare a submission unless you submit 'Yes' for your Intent to Bid by **September 16, 2025 1:30 PM EST.**

The Question period for this opportunity starts July 31, 2025 1:00 PM EST. The Question period for this opportunity ends August 29, 2025 6:00 PM EST. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **September 16, 2025 1:30 PM ET.** We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.



Important Notes:

- Each item of Requested Information will only be visible to AEPA after the Closing Time.
- Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.
- You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.
- Minimum system requirements: Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Association of Educational Purchasing Agencies (AEPA) uses a Bonfire/Euna Procurement portal for accepting and evaluating proposals digitally. Please contact Bonfire/Euna Procurement by email at support.bonfire@eunasolutions.com for technical questions related to your submission. You can also visit their help forum at <https://customer.eunasolutions.com/public/s/knowledge-base/bonfire-hub>

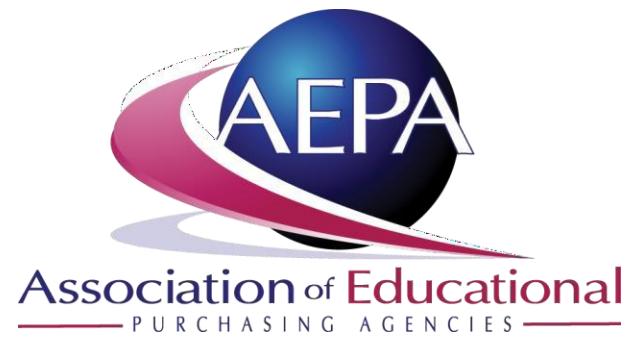


026 Public File – Solicitation Event Information

Solicitation Release Date	Bonfire	Posting date for the Opportunity	July 31, 2025 1:00 PM Eastern
Voluntary Pre-Bid Conference Call- All Categories	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 11:00 AM Eastern
Voluntary Pre-Bid Conference Call- Furniture	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 12:30 PM Eastern
Voluntary Pre-Bid Conference Call- Health & Wellness	Zoom	Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US	August 18, 2025 1:00 PM Eastern

Voluntary Pre-Bid Conference Call-<u>LED Lighting</u>	Zoom	<p>Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US</p>	August 18, 2025 1:30 PM Eastern
Voluntary Pre-Bid Conference Call-<u>Technology Catalog</u>	Zoom	<p>Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US</p>	August 18, 2025 2:00 PM Eastern
Voluntary Pre-Bid Conference Call-<u>Student Transportation Vehicles</u>	Zoom	<p>Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US</p>	August 18, 2025 2:30 PM Eastern
Voluntary Pre-Bid Conference Call-<u>Emergency Response Supplies & Equipment</u>	Zoom	<p>Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US</p>	August 18, 2025 3:00 PM Eastern
Voluntary Pre-Bid Conference Call-<u>HVAC Equipment & Installation</u>	Zoom	<p>Join Zoom Meeting: https://us06web.zoom.us/j/81233120395?pwd=WBUnvwDgqWERkUvacCaffaq9qP0s9aj.1 Meeting ID: 812 3312 0395 Passcode: 585895 Dial In Information: +1 564 217 2000 US</p>	August 18, 2025 3:30 PM Eastern

Questions Due Date	Bonfire	Deadline to submit question. Questions MUST be submitted via Bonfire	August 29, 2025 6:00PM Eastern
Intent to Bid Due Date	Bonfire	Deadline to indicate your intent to bid.	September 16, 2025 1:30 PM Eastern
Close Date	Bonfire	Deadline for Submittals via Bonfire	September 16, 2025 1:30 PM Eastern
Opening Record	www.aepacoop.org	Opening Record posted on the AEPA website	September 17, 2025
AEPA Approval of Offers	AEPA Winter Meeting (Colorado Springs, CO)	Recommendation of awards for AEPA Board Acceptance	December 1-3, 2025
Contracts	NA	Contracts sent to members, to be signed and sent to approved vendors (see Part A-Instructions and Specifications for list of participating members)	After December 3, 2025



026 Pre-Solicitation Vendor Call

August 18, 2025

[Meeting Recording](#)

[PowerPoint Slides](#)

026E Student Transportation Solutions Notified Vendors

Vendor Organization	Email	Date Last Recommended
Onset Technologies LLC	shel.saripella@onsetech.com	Aug 01, 2025 2:00 AM
Colourfast Secure Card Technology Inc.	andrew@Colourfast.com	Aug 01, 2025 2:00 AM
BKJ Global Management Consulting, LLC	info@bkjgmc.com	Aug 01, 2025 2:00 AM
Stratejm Inc.	john.menezes@stratejm.com	Aug 01, 2025 2:00 AM
Arrakis Consulting	carl@arrakisconsulting.com	Aug 01, 2025 2:01 AM
Doar Rieck Kaley & Mack	wmack@doarlaw.com	Aug 01, 2025 2:01 AM
Qualex Consulting Services, Inc	admin@qlx.com	Aug 01, 2025 2:01 AM
Atrium Real Estate Services	ljohnson@atriumrealestate.com	Aug 01, 2025 2:01 AM
OG Benefits	lee@ogben.com	Aug 01, 2025 2:01 AM
TMG Consulting, Inc. (an RIA Advisory, LLC., company)	info@tmgconsulting.com	Aug 01, 2025 2:01 AM
all county captions	lisazener@allcountycaptions.com	Aug 01, 2025 2:01 AM
CaelumOne Solutions Corporation	tim.magill@caelumone.com	Aug 01, 2025 2:01 AM
Fast Enterprises, LLC	harrison@fastenterprises.biz	Aug 01, 2025 2:01 AM
Edify Technologies Inc.	john@edifytech.com	Aug 01, 2025 2:01 AM
Public Works Partners	mmagali@publicworkspartners.com	Aug 01, 2025 2:01 AM
Savvas Learning Company LLC	Proposals@savvas.com	Aug 01, 2025 2:01 AM
Simple Movement Inc.	matt@simplemovement.ca	Aug 01, 2025 2:01 AM
Candor Consulting and Diagnostics, LLC	joincandor@candordiag.com	Aug 01, 2025 2:01 AM
Disrupters	Disruptersllc@gmail.com	Aug 01, 2025 2:01 AM
Barton Malow Co	mario.garza@bmco.com	Aug 01, 2025 2:01 AM
The Engine Room Consulting Group	milan@theengineroom.ca	Aug 01, 2025 2:01 AM
Learning Forward Texas	lftx@learningforwardtexas.org	Aug 01, 2025 2:01 AM
Leepopo Corporation, Inc	ChrisN@Leepopo.com	Aug 01, 2025 2:01 AM
Eigen X	spittman@eigenx.com	Aug 01, 2025 2:01 AM
MAXIMUS US Services, Inc.	rfpinfo2@maximus.com	Aug 01, 2025 2:01 AM
EF Institute for Cultural Exchange, Inc.	shea.osullivan@ef.com	Aug 01, 2025 2:01 AM
Dillengr, Inc.	BDilley@dillengrinc.com	Aug 01, 2025 2:01 AM
Moten Tate, Inc.	kmoten@motentate.com	Aug 01, 2025 2:01 AM
Thales Group of Companies	lionel.leblanc@thalesgroup.com	Aug 01, 2025 2:01 AM
Princeton IT Services, Inc	sled.ops@princetonits.com	Aug 01, 2025 2:01 AM
KBH Traffic Engineering, LLC	keti@kbhtraffic.com	Aug 01, 2025 2:02 AM
National Charter Schools Institute	deactivated_usr_9477bc78-cc39-4ca4-8f50-1b8997628a86@gobonfire.com	Aug 01, 2025 2:02 AM
MGF of America Consulting, LLC	rcvrfp@mgtamer.com	Aug 01, 2025 2:02 AM
Bankson Group LTD dba Alamo Tees & Advertising	art@alamotees.com	Aug 01, 2025 2:02 AM
IPMSolutions, LLC	byron.ipmsolutions@gmail.com	Aug 01, 2025 2:02 AM
Plexus Global LLC	clacambra@plexusglobalinc.com	Aug 01, 2025 2:02 AM
Counterpoint Consulting	steve@c20g.com	Aug 01, 2025 2:02 AM
Ferrovial Services	bidding.fsna@ferrovialservices.com	Aug 01, 2025 2:02 AM
BARE Associates International, Inc	jbare@bareinternational.com	Aug 01, 2025 2:02 AM
KURIEO	info@kurieo.com	Aug 01, 2025 2:02 AM
ProKel Mobility	bd@prokelmobility.com	Aug 01, 2025 2:02 AM
PPLSI	proposals@pplsi.com	Aug 01, 2025 2:02 AM

First General Services	angela.veri@firstgeneral.ca	Aug 01, 2025 2:02 AM
TW Consulting LLC	t.wallace@itracktwc.com	Aug 01, 2025 2:02 AM
Alcohol & Drug Testing Services, LLC	sales@adtsllc.com	Aug 01, 2025 2:02 AM
PDHI	stephaniek@pdhi.com	Aug 01, 2025 2:02 AM
Really Great Reading Company, LLC	kim.stuckey@reallygreatreading.com	Aug 01, 2025 2:02 AM
Mugo Web	bethany@mugo.ca	Aug 01, 2025 2:02 AM
Connections Wizards, LLC	aeichwald1@connectionswizards.com	Aug 01, 2025 2:02 AM
OpenGov, Inc.	rfp@opengov.com	Aug 01, 2025 2:02 AM
BDO USA, P.C.	stateandlocal@bdo.com	Aug 01, 2025 2:02 AM
AlxTel, Inc.	negeda@alxtel.com	Aug 01, 2025 2:02 AM
Joseph A. DeLuca Advisory and Consulting Services LLC	elongbothum@delucaadvisory.com	Aug 01, 2025 2:02 AM
PALADIN DEFENSE GROUP, INC.	Contact@paladin-defense.us	Aug 01, 2025 2:02 AM
HP Tech Service Inc.	tisihi08@gmail.com	Aug 01, 2025 2:02 AM
Digital Signup	info@digitalsignup.com	Aug 01, 2025 2:02 AM
VidCruiter	rfp@vidcruiter.com	Aug 01, 2025 2:02 AM
AP Triton	verwin@aptriton.com	Aug 01, 2025 2:02 AM
Ubun2Group Inc.	dwitzak@ubun2group.com	Aug 01, 2025 2:02 AM
Rose Group International	rachel@rosegroupintl.com	Aug 01, 2025 2:02 AM
MavenSolve, LLC	accounts@krasansconsulting.com	Aug 01, 2025 2:02 AM
Adira LLC	accounts@adiranow.com	Aug 01, 2025 2:02 AM
OpsAssist, Inc.	sales@ops-assist.com	Aug 01, 2025 2:02 AM
EqualizeRCM	wilbur.williams@equalizercm.com	Aug 01, 2025 2:02 AM
Kulik Strategic Advisers	tkulik@kulikstrategic.com	Aug 01, 2025 2:02 AM
Playscape Recreation	kate@playscaperecreation.com	Aug 01, 2025 2:02 AM
GEORGIA COMPUTER INC	myra@georgiacomputer.com	Aug 01, 2025 2:02 AM
Inzata (Qengine LLC)	christopher.rafter@inzata.com	Aug 01, 2025 2:02 AM
SP Plus Corporation	clientreporting-cle@spplus.com	Aug 01, 2025 2:02 AM
Digital Convergence	hello@digitalconvergence.ca	Aug 01, 2025 2:02 AM
Sierra Digital, Inc.	rfp@sierradigitalinc.com	Aug 01, 2025 2:02 AM
Cummins Inc	cssnabids@cummins.com	Aug 01, 2025 2:02 AM
Inkblot Therapy	rfpmanagement@inkblottherapy.com	Aug 01, 2025 2:02 AM
Vision Technologies of Glen Burnie, Maryland	bodonoghue@visiontech.biz	Aug 01, 2025 2:02 AM
Mina Holdings, LLC	tariq@minaholdingllc.com	Aug 01, 2025 2:02 AM
Cobb, Fendley & Associates, Inc.	agoudie@cobb fendley.com	Aug 01, 2025 2:02 AM
InterVISTAS Consulting USA LLC	intervistas.registrations@intervistas.com	Aug 01, 2025 2:02 AM
Cyber Watch Systems	mark.seay@cyberwatchsystems.com	Aug 01, 2025 2:02 AM
LitCon Group, LLC	hcurley@litcongroup.com	Aug 01, 2025 2:02 AM
Falcon Correctional and Community Services, Inc.	lwestbrock@falconinc.com	Aug 01, 2025 2:02 AM
Superior Maintenance Co.	jgoldsmith@smc.cc	Aug 01, 2025 2:03 AM
Merkhat, LLC	elise@merkhat.com	Aug 01, 2025 2:03 AM
DataPrivia, Inc	jeff.hurley@dataprvia.com	Aug 01, 2025 2:03 AM
Synergy Loft	Becky.mcdonald@synergyloft.com	Aug 01, 2025 2:03 AM
Beyond Spots & Dots	mquerry@beyondspotsanddots.com	Aug 01, 2025 2:03 AM
The Pittsburgh Paints Company	goltz@ppg.com	Aug 01, 2025 2:03 AM
Performance Clean LLC	gheath@performanceclean.com	Aug 01, 2025 2:03 AM
metroplex pavement markings	mgunta@metroplexpavementmarkings.com	Aug 01, 2025 2:03 AM

Stark Landscape	chado@starklandscape.com	Aug 01, 2025 2:03 AM
MARS Solutions Group	sales@marssg.com	Aug 01, 2025 2:03 AM
Foilcon Corp	foilcon@foilcon.com	Aug 01, 2025 2:03 AM
Envico	darrell@dirt-pro.ca	Aug 01, 2025 2:03 AM
Nexus Digital	brady@nexusdigital.co	Aug 01, 2025 2:03 AM
Building Optimization Technologies, LLC	jmitterhofer@bldgot.com	Aug 01, 2025 2:03 AM
ISERV	jim.palmisano@iservgroup.com	Aug 01, 2025 2:03 AM
Venture Lynk Capital and Advisory	bstokes@venturelynkfinancial.com	Aug 01, 2025 2:03 AM
34 Strong	zane_grace@34strong.com	Aug 01, 2025 2:03 AM
Tysonite Partners LLC	ramesh@tysonite.com	Aug 01, 2025 2:03 AM
Lazcorp Inc	ea@lazurgroup.com	Aug 01, 2025 2:03 AM
Angus Reid Group	sal.rustom@angusreid.com	Aug 01, 2025 2:03 AM
Customizo Solutions Inc.	rashamoursy@customizo.ca	Aug 01, 2025 2:03 AM
Blackbridge Consulting	rhopkins@blackbridgeconsulting.com	Aug 01, 2025 2:03 AM
Guidehouse	gheller@guidehouse.com	Aug 01, 2025 2:03 AM
Renaissance Learning, Inc.	proposals@renaissance.com	Aug 01, 2025 2:03 AM
SPARK business academy	chuchi.arevalo@sparkbusinessacademy.com	Aug 01, 2025 2:03 AM
International Business Machines	liwatson@us.ibm.com	Aug 01, 2025 2:03 AM
Limitless Leads Coaching LLC	atfc@realorlive.org	Aug 01, 2025 2:03 AM
KC Blueprint Company	plottingnkc@kcblueprint.com	Aug 01, 2025 2:03 AM
Rhythm Engineering	reggie.chandra@rhythm-info.com	Aug 01, 2025 2:03 AM
STEERus INC	Loralyn@steerus.io	Aug 01, 2025 2:03 AM
Helene Elizabeth Wellness Ctr	admin@heleneelizabethwellnesscenter.com	Aug 01, 2025 2:03 AM
SYSUSA Inc	muneer.baig@sysusa.com	Aug 01, 2025 2:03 AM
Poepping, Stone, Bach & Associates, Inc.	alia@psba.com	Aug 01, 2025 2:04 AM
Eli Patrick & Co.	clark@elipatrick.com	Aug 01, 2025 2:04 AM
Easy Healthcare Corporation	li@healthcare-manager.com	Aug 01, 2025 2:04 AM
BRG Office Movers	Chip.harber@beltmann.com	Aug 01, 2025 2:04 AM
FYRE MARKETING LLC	bids@fyremarketingadvisors.com	Aug 01, 2025 2:04 AM
All N All Supplies, LLC	customerservice@allnallsupplies.com	Aug 01, 2025 2:04 AM
MedWorks Inc.	george@medworks.com	Aug 01, 2025 2:04 AM
Reconcile Care Management Services	tracibsnccm@gmail.com	Aug 01, 2025 2:04 AM
Teknion	steve.hindle@teknion.com	Aug 01, 2025 2:04 AM
Insightrix Research Inc.	shonna.caldwell@insightrix.com	Aug 01, 2025 2:04 AM
Value Capture LLC	jcarpenter@valuecapturellc.com	Aug 01, 2025 2:04 AM
Winning Edge Solutions LLC	kumar@weitsolutions.net	Aug 01, 2025 2:04 AM
J-Tech Digital Inc	support@jtechdigital.com	Aug 01, 2025 2:04 AM
Blenderbox, Inc.	info@blenderbox.com	Aug 01, 2025 2:04 AM
FireTron, Inc.	bids@firetron.com	Aug 01, 2025 2:04 AM
INTRATEK COMPUTER	quotes@intrapc.com	Aug 01, 2025 2:04 AM
Glacier Construction services Inc.	mgottschalk@glacierv.com	Aug 01, 2025 2:04 AM
Eunomia	tenders@eunomia-inc.com	Aug 01, 2025 2:04 AM
EventMAP Solutions Canada Limited	tenders@eventmapsolutions.com	Aug 01, 2025 2:04 AM
DRG Architects	Jackk@drg-architects.com	Aug 01, 2025 2:04 AM
BIO-Janitorial Service, Inc.	candace@biojanitorial.com	Aug 01, 2025 2:04 AM
TCS	JonathanB@TCS.ink	Aug 01, 2025 2:04 AM

CKH Group	businessdevelopment@ckhgroup.com	Aug 01, 2025 2:04 AM
World Wide Web Distributions (Premier Hotel and Casino products)	yelena@premierhcp.com	Aug 01, 2025 2:04 AM
Prime healthcare services	dorcine@primehealthcareservices.ca	Aug 01, 2025 2:04 AM
Medlogix	steve.armenti@medlogix.com	Aug 01, 2025 2:04 AM
Bridger Systems, LLC	joshua@bridger.systems	Aug 01, 2025 2:04 AM
Heroes Shield LLC	sonya@donmorphy.com	Aug 01, 2025 2:04 AM
Cloud BC Labs inc.	dgowda@cloudbclabs.com	Aug 01, 2025 2:05 AM
The Emotional Company (EmCo)	gigi@emotionalcompany.com	Aug 01, 2025 2:05 AM
Flint Avenue	amy.wood@flintavenue.com	Aug 01, 2025 2:05 AM
First Stop Health	ekunisch@fshealth.com	Aug 01, 2025 2:05 AM
Vailexa Technology LLC	vaibhav@vailexa.com	Aug 01, 2025 2:05 AM
North Country Business Products	bensonk@ncbpinc.com	Aug 01, 2025 2:05 AM
Alpha Developers LLC	sales@alphadevelopersllc.com	Aug 01, 2025 2:05 AM
Sports Fields Inc.	ataylor@fields-inc.com	Aug 01, 2025 2:05 AM
Magnum Services (Soil Stabilization)	travis.barber@magnuscement.ca	Aug 01, 2025 2:05 AM
Imperial Service Systems,Inc.	jmccarthy@impservsys.com	Aug 01, 2025 2:05 AM
Assist Services LLC	newpartnerships@assistservicesonline.com	Aug 01, 2025 2:05 AM
Bee Equipment Sales, Ltd	mkuehn@beeequipmentsales.com	Aug 01, 2025 2:05 AM
Element 29	bill.cassidy@e29ce.com	Aug 01, 2025 2:05 AM
Valueneer LLC	Mahmoud@value-neer.com	Aug 01, 2025 2:05 AM
DAC	jlewadowska@dacgroup.com	Aug 01, 2025 2:05 AM
The Prestigious Mark Inc.	ben@tpmpromo.com	Aug 01, 2025 2:05 AM
Brighter Image, Inc.	Corporate@brighter-image.com	Aug 01, 2025 2:05 AM
Envisia Learning	matt@envisialearning.com	Aug 01, 2025 2:05 AM
Onyx Healthcare USA, Inc	Jeffliu@onyx-healthcare.com	Aug 01, 2025 2:05 AM
Ruts Construction	adrian@rangeline.com	Aug 01, 2025 2:05 AM
Prismatic Services	info@prismaticservices.com	Aug 01, 2025 2:05 AM
Marco Group Inc	elizabeth.thompson@madebymarco.net	Aug 01, 2025 2:05 AM
Py Concepts LLC	oluwaseun.oke@pyconcepts.com	Aug 01, 2025 2:05 AM
SCM Consultants Inc.	bminhas@scmconsultants.net	Aug 01, 2025 2:05 AM
Boomi Environmental LLC	sri@boomi-environmental.com	Aug 01, 2025 2:05 AM
Sophos	craig.allen@sophos.com	Aug 01, 2025 2:05 AM
Christy Glass Company	davchristy@aol.com	Aug 01, 2025 2:05 AM
Safeguard Strategy Crime Prevention Consultants LLC	joell@safeguardstrategy.com	Aug 01, 2025 2:05 AM
Relay Human Cloud	michael@relayhumancloud.com	Aug 01, 2025 2:05 AM
Augustine Agency	kwhitsett@augustineagency.com	Aug 01, 2025 2:05 AM
Legacy Vision Preservation	crystal@legacyvisionpreservation.com	Aug 01, 2025 2:05 AM
Skaggs Building Solutions LLC	jskaggs@skaggscompany.com	Aug 01, 2025 2:05 AM
CENTURY SECURITY SERVICES, INC	cssguard.century@gmail.com	Aug 01, 2025 2:05 AM
Fritel and Associates, L.L.C. dba Diversified Product Development	llittle@diversifiedproduct.com	Aug 01, 2025 2:05 AM
Climatec	dal.bonfire@climatec.com	Aug 01, 2025 2:05 AM
CommForms Secure Forms Inc	hill.isenman@commforms.ca	Aug 01, 2025 2:05 AM
Kikoda	matt.dufek@kikoda.com	Aug 01, 2025 2:05 AM
Vari Sales Corporation	robert.cafty@vari.com	Aug 01, 2025 2:05 AM
Unlimited Technology, Inc.	iramirez@utiglobal.com	Aug 01, 2025 2:06 AM
GovTron LLC	suren@govtron.com	Aug 01, 2025 2:06 AM

QDoc Inc.	contracts@qdoc.ca	Aug 01, 2025 2:06 AM
ELEMENTS LEADERSHIP, LLC	eric@elementsleadership.com	Aug 01, 2025 2:06 AM
Sparrow Consulting Group Inc.	trever@sparrowgroup.org	Aug 01, 2025 2:06 AM
Center for Nonprofit Advancement	tyieshaj@nonprofitadvancement.org	Aug 01, 2025 2:06 AM
OpenTeQ Technologies LLC	harshitha@openteqgroup.com	Aug 01, 2025 2:06 AM
Silent Falcon UAS Technologies	gbishop@silentfalconuas.com	Aug 01, 2025 2:06 AM
Realize Success LLC	paige@realize-success.com	Aug 01, 2025 2:06 AM
Industrial Builders, Inc	brian@IB-USA.COM	Aug 01, 2025 2:06 AM
Saltshaker Productions, LLC	connect@saltshakerproductions.com	Aug 01, 2025 2:06 AM
GK TechStar LLC	jleyva@techstaris.com	Aug 01, 2025 2:06 AM
ISSQUARED, INC.	dlavende@issquaredinc.com	Aug 01, 2025 2:06 AM
Nsacyber	Kirby@nsacyber.io	Aug 01, 2025 2:06 AM
MedFirst Staffing, LLC	davidb@medfirststaffing.com	Aug 01, 2025 2:06 AM
Moran Technology Consulting	scott.weyandt@morantechnology.com	Aug 01, 2025 2:06 AM
Sage Education Consulting, Inc.	lisa@sageeducon.com	Aug 01, 2025 2:06 AM
Scanics	dmapes@scanics.com	Aug 01, 2025 2:06 AM
Careers Work, Inc.	sydneyf@careermpr.com	Aug 01, 2025 2:06 AM
Kuder	rfp@kuder.com	Aug 01, 2025 2:06 AM
TABB INC.	bbodkin@tabb.net	Aug 01, 2025 2:06 AM
Superior Contractors	Superiorcontractorstx@gmail.com	Aug 01, 2025 2:06 AM
Zencon Group Inc.	govt@zencongroup.com	Aug 01, 2025 2:06 AM
Bauer's Intelligent Transportation	john.pimentel@bauersit.com	Aug 01, 2025 2:06 AM
DITTA ENTERPRISES LLC	Contact@del-ditta.com	Aug 01, 2025 2:06 AM
Settled Solids Management	jmims@hydro-int.com	Aug 01, 2025 2:06 AM
Samson & Associés CPA/Consultation Inc.	veronick.gauthier-roy@samson.ca	Aug 01, 2025 2:06 AM
Omega 365 USA Inc.	oyvind@omega365.com	Aug 01, 2025 2:06 AM
Ikerd Consulting, LLC	bikerd@ikerd.com	Aug 01, 2025 2:06 AM
Hillmann	mspinowitz@hillmannconsulting.com	Aug 01, 2025 2:06 AM
Excel Facility Services	grivera@efsgnj.com	Aug 01, 2025 2:06 AM
Summit View Woods Homeowners	jimbattigaglia@archercompany.com	Aug 01, 2025 2:06 AM
Cenmic Management LLC	michael.areola@cenmicmanagement.com	Aug 01, 2025 2:06 AM
IOCYBER, LLC	acrawford@iocyber.tech	Aug 01, 2025 2:06 AM
Pinnacle Financial Partners	scott.jordan@pnfp.com	Aug 01, 2025 2:06 AM
Axis Construction Services, LLC	michael@axis-gc.com	Aug 01, 2025 2:06 AM
Think Research	tenders@thinkresearch.com	Aug 01, 2025 2:06 AM
Fair Schools LLC	info@fairschools.org	Aug 01, 2025 2:06 AM
Dexian, LLC	bob.quinn@dexian.com	Aug 01, 2025 2:06 AM
ElevationHR, LLC	dcvasquez@elevationhr.com	Aug 01, 2025 2:06 AM
iTaylor Strategies LLC	merdochey@itaylorsolutions.com	Aug 01, 2025 2:07 AM
JM Brennan	dmolkentin@jmbrennan.com	Aug 01, 2025 2:07 AM
IntelAgree	summer.marshall@intelagree.com	Aug 01, 2025 2:07 AM
Ringgold Telephone Company	ssawyer@rtctel.com	Aug 01, 2025 2:07 AM
Method4 Engineering	brian.goodridge@method4engineering.com	Aug 01, 2025 2:07 AM
Worldcast live Inc	peter.lewis@worldcastlive.com	Aug 01, 2025 2:07 AM
Intel Global Govt GTM	alan.d.rose@intel.com	Aug 01, 2025 2:07 AM
PJG Property Maintenance	pj-grevy@pjgpm.com	Aug 01, 2025 2:07 AM

Babb Technology Services Inc	Jonathonm@babbtech.com	Aug 01, 2025 2:07 AM
Elearning Studio	meet@elearning.studio	Aug 01, 2025 2:07 AM
Pinnacle Project Partners	jbrown@pinnacleprojectpartners.com	Aug 01, 2025 2:07 AM
EdLight	teryn@edlight.com	Aug 01, 2025 2:07 AM
Tino LLC	anastasia@tino.design	Aug 01, 2025 2:07 AM
Jamison Link Business Solutions LLC	ajamison@jamisonlink.com	Aug 01, 2025 2:07 AM
Burgeon Analytics LLC	mails@burgeonanalytics.com	Aug 01, 2025 2:07 AM
Texas AirSystems	josh.atkinson@texasairsystems.com	Aug 01, 2025 2:07 AM
CLIMBING GLOBALLY SOLUTIONS LLC	llove@climbingglobally.com	Aug 01, 2025 2:07 AM
Texas Vets Roofing	office@texasvetsroofing.com	Aug 01, 2025 2:07 AM
FM Solutions LLC - Priority Payment Systems Houston	manan@ppshouston.com	Aug 01, 2025 2:07 AM
Vendor	bonfirehub@aileronconsulting.com	Aug 01, 2025 2:07 AM
FP Property Restoration	steve@fprestoration.com	Aug 01, 2025 2:07 AM
TechSkill Nation	vik.manne@techskillnation.com	Aug 01, 2025 2:07 AM
Dodge Construction Network	Dodge.Bidding@construction.com	Aug 01, 2025 2:07 AM
Wooclap	berangere.florin@wooclap.com	Aug 01, 2025 2:07 AM
Nitelines USA, Inc	HL@nitelinesusa.com	Aug 01, 2025 2:07 AM
RTC Manufacturing, Inc	tammy.obrien@rtc-traffic.com	Aug 01, 2025 2:07 AM
H-Town Technologies Inc	suresh@htown-tech.com	Aug 01, 2025 2:07 AM
Stonehouse Drilling & Construction LLC	jhaywood@shdrilling.com	Aug 01, 2025 2:07 AM
CarePro National Painting / Kept Companies	swilliams@carepropainting.com	Aug 01, 2025 2:07 AM
Prism Consulting	valerie@prismconsultingfl.com	Aug 01, 2025 2:07 AM
Devfi,Inc	ashwin@devfi.com	Aug 01, 2025 2:07 AM
Revolution Data Platforms	sales@dataplatforms.ca	Aug 01, 2025 2:07 AM
PCC-IT International, dba of Power Capital Management	clientservices@itpcxit.com	Aug 01, 2025 2:07 AM
GoldPhish	jami@thegoldphish.com	Aug 01, 2025 2:07 AM
Transit Trends, Inc.	justin@transittrends.ai	Aug 01, 2025 2:07 AM
EPSoft Technologies LLC	lahari.medarametla@epsoftinc.com	Aug 01, 2025 2:07 AM
The Facilities Group	jhawkins@thefacilitiesgroup.com	Aug 01, 2025 2:07 AM
PRODISION, LLC	sam@prodision.com	Aug 01, 2025 2:07 AM
Elite Utility Solutions	josh.jarrard@eliteutilitysolutions.com	Aug 01, 2025 2:07 AM
STS Recycling, LLC.	morgan@stsrecycle.com	Aug 01, 2025 2:07 AM
International Languages Service	john.arroyave@ilsjax.com	Aug 01, 2025 2:07 AM
IT Minds LLC	GovernmentServices@itminds.net	Aug 01, 2025 2:07 AM
Gulf Coast Paper	gary.ellis@imperialdade.com	Aug 01, 2025 2:07 AM
Carson Solutions, LLC	webbk@carsonsolutionsllc.com	Aug 01, 2025 2:07 AM
Proactive MD	tcorley@proactive.md	Aug 01, 2025 2:07 AM
Texas Enforcer LLC.	texasenforcerllc@gmail.com	Aug 01, 2025 2:07 AM
Parsons Transportation Group	tim.schock@parsons.com	Aug 01, 2025 2:07 AM
Recruiting Heroes	nsalinas@recruitingheroes.org	Aug 01, 2025 2:07 AM
BDG Trees	joneal@bdgtrees.com	Aug 01, 2025 2:07 AM
Drone Security Service Inc	info@dronesecurityserv.com	Aug 01, 2025 2:07 AM
DPTV TANGO LLC	dptvtango@gmail.com	Aug 01, 2025 2:07 AM
DIESEL DEPOT	marc@diesel-depot.com	Aug 01, 2025 2:07 AM
Proficient Consulting LLC	mohit.nigam@proficient.biz	Aug 01, 2025 2:07 AM
Condition Monitoring Analytics, LLC	sjones@conditionmonitoringanalytics.com	Aug 01, 2025 2:07 AM

Innovazz Business Consulting Inc.	admin@innovazz.com	Aug 01, 2025 2:08 AM
Vendor	kloring@sunprint.com	Aug 01, 2025 2:08 AM
Say it with Style Promos and Custom Apparel	eugene@siwspromos.com	Aug 01, 2025 2:08 AM
Reliable Paper Inc	jimfaucette@reliablepaper.com	Aug 01, 2025 2:08 AM
LAZARO LEAL LANDSCAPING AND TREE SERVICES LLC	leallandscapingservices@yahoo.com	Aug 01, 2025 2:08 AM
Fre3dom Interiors	tbosley@fre3dom.net	Aug 01, 2025 2:08 AM
Upfiv Designs Inc.	aurelia@upfiv.com	Aug 01, 2025 2:08 AM
https://totaloptim.com	contact@totaloptim.com	Aug 01, 2025 2:08 AM
GovFirst	angel@govfirst.net	Aug 01, 2025 2:08 AM
Holt Texas, Ltd. (dba HOLT CAT)	francisco.valor@holtgrp.com	Aug 01, 2025 2:08 AM
Grind-Well LLC	info@grind-well.com	Aug 01, 2025 2:08 AM
Summitt Forests, Inc	summittforests@gmail.com	Aug 01, 2025 2:08 AM
IT Operational Strategies LLC, SDVO	Terry.stockholm@itops-llc.com	Aug 01, 2025 2:08 AM
Interior Furnishing	interiorfurnishing@yahoo.com	Aug 01, 2025 2:08 AM
Selrico Services Inc.	procurement@selricoservices.com	Aug 01, 2025 2:08 AM
Young Scholars Circle LLC/The Masterpiece Academy	krishnacart@youngscholarscircle.com	Aug 01, 2025 2:08 AM
Voyce Inc.	proposals@voyceglobal.com	Aug 01, 2025 2:08 AM
Pencrafter	pencraftertymoss@outlook.com	Aug 01, 2025 2:08 AM
IMA Financial Group	tim.schermerhorn@imacorp.com	Aug 01, 2025 2:08 AM
Tek Construction	Tekmenzhi92@icloud.com	Aug 01, 2025 2:08 AM
TELUS International	richard.bledsoe@telusinternational.com	Aug 01, 2025 2:08 AM
Amplify Systems Integration	dplatt@amplifysi.com	Aug 01, 2025 2:08 AM
Simple Communications Technologies, LLC	brian@simplecom.pro	Aug 01, 2025 2:08 AM
Servi-Tek Facility Solutions	accounting.engineering@servi-tek.net	Aug 01, 2025 2:08 AM
Vendor	riccie.gargano@garda.com	Aug 01, 2025 2:08 AM
Carrier Enterprise	douglas.smyers@carrierenterprise.com	Aug 01, 2025 2:08 AM
Apex Site Services	admin@apexsites.com	Aug 01, 2025 2:08 AM
Guardian Safety and Supply LLC dba Enviro Safety Products	amaly@envirosafety.com	Aug 01, 2025 2:08 AM
Tribeca Builds, LLC	casey@tribecabuilds.com	Aug 01, 2025 2:08 AM
BuildCentral Inc	Karen@buildcentral.com	Aug 01, 2025 2:08 AM
Vortex Solution inc.	karine.s@vortexsolution.com	Aug 01, 2025 2:08 AM
Texas Values	kyle@texasvalues.com	Aug 01, 2025 2:08 AM
Genric Inc	pattwood@genric.com	Aug 01, 2025 2:08 AM
Citrus Advertising	sheila@citrusadv.com	Aug 01, 2025 2:08 AM
Competitive Edge Business Solutions	tdaniels@focalpointcoaching.com	Aug 01, 2025 2:08 AM
XyberMed Cooperation	ammaar@xybermed.com	Aug 01, 2025 2:08 AM
Energia USA, Inc.	bids@energiasaves.com	Aug 01, 2025 2:08 AM
International Alliance Group	larry@iagusa.org	Aug 01, 2025 2:08 AM
BKTB Group Inc dba MC Austin	imoreno@mcaustin.com	Aug 01, 2025 2:08 AM
RevoTRAC, LLC	melissa@revotrac.com	Aug 01, 2025 2:08 AM
AMB Modulaire Inc	sylvainperrault@ambmodulaire.com	Aug 01, 2025 2:08 AM
Liberty Safety Company LLC	Kennyc@libertsafetyco.com	Aug 01, 2025 2:08 AM
UnBoxed Solutions	robert@swg-unboxed.org	Aug 01, 2025 2:08 AM
C.A Friend Consulting	christian@cafriendconsulting.com	Aug 01, 2025 2:08 AM
VEscape Labs	info@vescapelabs.com	Aug 01, 2025 2:08 AM
TPI Billing Solutions	cmccluskey@tpibillingsolutions.com	Aug 01, 2025 2:08 AM

NXTGEN Clean Energy Solutions	russ@nxtgenleanenergy.com	Aug 01, 2025 2:08 AM
Hi Mark Construction Inc	mh20man@msn.com	Aug 01, 2025 2:08 AM
Trans Canada Forest Products	srubin@pftranscan.com	Aug 01, 2025 2:08 AM
Relannford Enterprises LLC	sandra@relannford.com	Aug 01, 2025 2:08 AM
Global Alliant	operations@globalalliantinc.com	Aug 01, 2025 2:08 AM
Success by Design, Inc.	megan@successbydesign.com	Aug 01, 2025 2:08 AM
SMART GROUP SYSTEMS	MICKEY@SMGSYSTEMS.NET	Aug 01, 2025 2:09 AM
Allied Strategic Solutions	bwinslow34@yahoo.com	Aug 01, 2025 2:09 AM
Senture, LLC, a TP company	bobbie.g.gutierrez@sentre.com	Aug 01, 2025 2:09 AM
Asera LLC	jodi-annbirch@AseraSolutions.com	Aug 01, 2025 2:09 AM
YOSVENMA LLC	corderoenma@icloud.com	Aug 01, 2025 2:09 AM
Aquiyel Business Services	nijah@aquiyel.com	Aug 01, 2025 2:09 AM
Slooh	procurement@slooh.com	Aug 01, 2025 2:09 AM
Mitchell Logistics CO. LLC	Info@Mitchelllogistics.co	Aug 01, 2025 2:09 AM
Vendor	jennifer@perfectfitimage.com	Aug 01, 2025 2:09 AM
Argyle Build Inc.	maret@argyle.build	Aug 01, 2025 2:09 AM
Foresight Engineering and Technology	info@cleanconnects.com	Aug 01, 2025 2:09 AM
M8 Management LLC	twms@m8managementllc.com	Aug 01, 2025 2:09 AM
PwC	jon.souder@pwc.com	Aug 01, 2025 2:09 AM
Bluestar Systems Inc	jigar@bluestarsystemsinc.com	Aug 01, 2025 2:09 AM
Liberty Home Health LLC dba Lab Pointe	support@labpointe.com	Aug 01, 2025 2:09 AM
Worldstrides	schoolvendorcontractrequests@worldstrides.com	Aug 01, 2025 2:09 AM
nTech Workforce	sangeetha@ntechworkforce.com	Aug 01, 2025 2:09 AM
Pride Global	prem.savalani@prideglobal.com	Aug 01, 2025 2:09 AM
CMIT Solutions of Best Southwest Dallas County	klewis@cmitsolutions.com	Aug 01, 2025 2:09 AM
Enspyire Consulting	ljones@enspyire.com	Aug 01, 2025 2:09 AM
Avista Realtime Systems, LLC	Wshumaker@avistarealtime.com	Aug 01, 2025 2:09 AM
AlexiGen BioTech, LLC	jeffreyferguson@alexigen.com	Aug 01, 2025 2:09 AM
Accelerated Fleet Services	rbias@afsfleet.com	Aug 01, 2025 2:09 AM
XSiV Technologies	bbalkcom@xsvtechnologies.com	Aug 01, 2025 2:09 AM
The Voice Society	maria@thevoicesociety.com	Aug 01, 2025 2:09 AM
Innovative Edge TCS	swarna@ie-tcs.com	Aug 01, 2025 2:09 AM
Vendor	Aprilsspringcleaningllc@gmail.com	Aug 01, 2025 2:09 AM
Florida Gold Foods LLC	sew@floridagoldfoods.com	Aug 01, 2025 2:09 AM
CNA INSTRUCTOR CONSULTANTS LLC	amy@thesecretcocktail.com	Aug 01, 2025 2:09 AM
Fred's Award World	rose.freds@outlook.com	Aug 01, 2025 2:09 AM
Blue Chip Works	tony@bluechipworks.com	Aug 01, 2025 2:09 AM
MBI	justin.conroy@mbakerintl.com	Aug 01, 2025 2:09 AM
Enpramex distribution	mike@enpramex.com	Aug 01, 2025 2:09 AM
Octilion LLC	niket@thebilions.com	Aug 01, 2025 2:09 AM
Vendor	mike@baconcompanies.com	Aug 01, 2025 2:09 AM
Moogle Canada Inc.	director@moogelabs.com	Aug 01, 2025 2:09 AM
Hamilton Staffing Solutions	angela.h@hamiltonstaffingsolutions.com	Aug 01, 2025 2:09 AM
Elias Institute of Professional Coaching Inc	janine@drjanineelias.com	Aug 01, 2025 2:09 AM
Armadillo Photo Supply	rfernandez@armadillophoto.com	Aug 01, 2025 2:09 AM
Vivia Group	susan@viviagroup.com	Aug 01, 2025 2:10 AM

NWN Carousel	cludwig@nwncarousel.com	Aug 01, 2025 2:10 AM
Alletec Inc.	amian@alletec.com	Aug 01, 2025 2:10 AM
Flat Rate Movers, Ltd.	davidg@flatrate.com	Aug 01, 2025 2:10 AM
BRZ Investment & Consulting LLC	proc@brzinvestment.com	Aug 01, 2025 2:10 AM
HIVOLT Advanced Inc.	andrew.Klinger@hva-inc.com	Aug 01, 2025 2:10 AM
Vendor	peter@graceyworks.com	Aug 01, 2025 2:10 AM
Vendor	Michael.Keegan@abm.com	Aug 01, 2025 2:10 AM
Citronway	gokocha@citronway.com	Aug 01, 2025 2:10 AM
Make Stuff Move Inc.	sourcing@makestuffmove.com	Aug 01, 2025 2:10 AM
Mindset Labs, Inc.	RFX@tbh.us	Aug 01, 2025 2:10 AM
Surefox	matthew.reeser@surefox.com	Aug 01, 2025 2:10 AM
Vega Procurement Solutions Group, LLC	avega@vegaprocure.com	Aug 01, 2025 2:10 AM
Ward Companies, LLC.	wward219@gmail.com	Aug 01, 2025 2:10 AM
bond & bond auctioneers	sales@bondauctioneers.com	Aug 01, 2025 2:10 AM
Maribel Martinez Consulting	maribel@maribelmartinezconsulting.com	Aug 01, 2025 2:10 AM
R and J Services	rickrogers10@outlook.com	Aug 01, 2025 2:10 AM
MFRXM, Inc	tim.thomas@crystalclearrx.com	Aug 01, 2025 2:10 AM
Garner Paving and Construction LLC	garnerpaving@sbcglobal.net	Aug 01, 2025 2:10 AM
Cushman & Wakefield of Long Island, Inc	David@cushwake.com	Aug 01, 2025 2:10 AM
HV	hannah.vdbg@gmail.com	Aug 01, 2025 2:10 AM
Tekterra, Inc.	rob.conrad@tekterra.com	Aug 01, 2025 2:10 AM
Knight Restoration, LLC	I.thomason@knightcommercial.com	Aug 01, 2025 2:10 AM
MALAN BEST SECURITY INC	Info@malanbestsecurity.com	Aug 01, 2025 2:10 AM
TRC Environmental Corp	mpendergrass@trccompanies.com	Aug 01, 2025 2:10 AM
Parking Company of America (PCA-KC)	procurement@parkwithpca.com	Aug 01, 2025 2:10 AM
Planting Seeds Academic Solutions	cjones@plantingseedstutoring.com	Aug 01, 2025 2:10 AM
Think Board	hello@think-board.com	Aug 01, 2025 2:10 AM
AV Cabling Contractors	gil@avcablingcontractors.com	Aug 01, 2025 2:10 AM
Precision Environmental Company	Deureka@precision-env.com	Aug 01, 2025 2:10 AM
Euna Solutions	rfp@questica.com	Aug 01, 2025 2:10 AM
Digital Plus Solutions LLC	agoyal@digitalplussolutions.com	Aug 01, 2025 2:10 AM
Rig logistics Inc	narinder@riglogistics.com	Aug 01, 2025 2:10 AM
144 Family Care	chichikakoma@gmail.com	Aug 01, 2025 2:10 AM
Eagle Consulting & Development LLC	cassondra@eagleconsultingdevelopment.com	Aug 01, 2025 2:10 AM
DNB Enterprises, Inc.	ron.gilbert@dnbent.com	Aug 01, 2025 2:10 AM
Unified Services Consulting Group	Joseph.Leonard@uscongru.com	Aug 01, 2025 2:10 AM
California	info@ubuntupsych.com	Aug 01, 2025 2:10 AM
Sympositt LLC	bobby.bermudez@sympositt.com	Aug 01, 2025 2:10 AM
Strong Solutions LLC	info@strongsolutionsutah.com	Aug 01, 2025 2:10 AM
Anglin Consulting Group, Inc	yashieka@anglincg.com	Aug 01, 2025 2:10 AM
TWW Enterprises	daniel.wright@twwenterprises.com	Aug 01, 2025 2:10 AM
Vendor	amandar@newporttc.com	Aug 01, 2025 2:10 AM
MD Claims Group LLC	awalgamotte@mdclaimsgroup.com	Aug 01, 2025 2:10 AM
Hunter Cattle Co	accounting@huntercattle.com	Aug 01, 2025 2:10 AM
Topology Health	alex@topology.health	Aug 01, 2025 2:10 AM
Transform Interactive	josie@transforminteractive.com	Aug 01, 2025 2:10 AM

Industrial Applied Technologies	tbearden.iatllc@gmail.com	Aug 01, 2025 2:10 AM
Expanded Learning Academy	cgreen@expandedlearningacademy.com	Aug 01, 2025 2:10 AM
McConnell & Jones LLP	bharper@mjl.com	Aug 01, 2025 2:10 AM
Baseline Telematics Inc.	pasavoie@baselinetelematics.com	Aug 01, 2025 2:10 AM
Direct Mop Sales, Inc.	mjulo@directmopsales.com	Aug 01, 2025 2:10 AM
Lipsey Logistics Worldwide LLC	LipseyRRS@lipseylogistics.com	Aug 01, 2025 2:11 AM
Vendor	tony@bmpcomp.com	Aug 01, 2025 2:11 AM
APC BILLING	info@apcbilling.com	Aug 01, 2025 2:11 AM
GEM Car Sales and Service, LLC	cade@gemnev.com	Aug 01, 2025 2:11 AM
Bioquintex Solutions	sherry.east@bioquintex.com	Aug 01, 2025 2:11 AM
RT Solutions Group LLC.	admin@rtsolutionsgrp.com	Aug 01, 2025 2:11 AM
Birch Agency, Inc	rcastellana@birchagency.com	Aug 01, 2025 2:11 AM
Fluxus USA	angel@fluxusmg.com	Aug 01, 2025 2:11 AM
Web Wizards	chad@webwizards.ca	Aug 01, 2025 2:11 AM
All City Communications	nmiller@allcitycom.com	Aug 01, 2025 2:11 AM
H & K Prints	info@hkprintsco.com	Aug 01, 2025 2:11 AM
3 Tier Group	admin@3tiergp.com	Aug 01, 2025 2:11 AM
Braden Business Systems, Inc.	JLOBRACO@BRADENONLINE.COM	Aug 01, 2025 2:11 AM
Inoapps	rj.brownlow@inoapps.com	Aug 01, 2025 2:11 AM
Choice-Telematics	Ryan.Clemons@Choice-telematics.com	Aug 01, 2025 2:11 AM
Change by Design	ebbers@changebydesign.us	Aug 01, 2025 2:11 AM
Data Storage Science, LLC	dssbd@ds-science.com	Aug 01, 2025 2:11 AM
Globiser, Inc	cnipe@globiser.com	Aug 01, 2025 2:11 AM
LMEC LLC	leti@lmecllc.com	Aug 01, 2025 2:11 AM
Sublime Wireless Inc.	john.oleary@swius.com	Aug 01, 2025 2:11 AM
ATTAC Consulting Group	busdevelopment@attacconsulting.com	Aug 01, 2025 2:11 AM
Sports Connection Gear	ronnie@sportsconnectiongear.com	Aug 01, 2025 2:11 AM
Leider Enterprises Inc DBA Connect Distributors	Chesky@connectdist.com	Aug 01, 2025 2:11 AM
Impact Printing and Graphics LTD	claudia@impactprinting.biz	Aug 01, 2025 2:11 AM
River North Transit LLC	procurement@ridewithvia.com	Aug 01, 2025 2:11 AM
The Joshua Agency LLC	coryj222001@yahoo.com	Aug 01, 2025 2:11 AM
Wingman63, LLC.	andi.poch@wingman63.com	Aug 01, 2025 2:11 AM
Next Structural Integrity Inc	janice.collins@nextsi.com	Aug 01, 2025 2:11 AM
Varcons	bonfire@varcons.com	Aug 01, 2025 2:11 AM
C5 GROUP LLC	E.C.IKEAKOR@GMAIL.COM	Aug 01, 2025 2:11 AM
ADB Companies Inc.	mbinder@adb-us.com	Aug 01, 2025 2:11 AM
Steve Lewey's Vendor	steve.lewey@beltmann.com	Aug 01, 2025 2:11 AM
ArborVista, LLC	bids@arborvista.com	Aug 01, 2025 2:11 AM
Prosource IT	kskelton@prosourceit.net	Aug 01, 2025 2:11 AM
Dig 'N It Excavation LLC	DNIEX@YAHOO.COM	Aug 01, 2025 2:11 AM
Xperteks Computer Consultancy, Inc.	mvelez@xperteks.com	Aug 01, 2025 2:11 AM
Athletics Admin	kc@athleticsadmin.com	Aug 01, 2025 2:11 AM
1digit	jgeiling@1digit.nyc	Aug 01, 2025 2:12 AM
Light As Air Boats	andi@lightasairboats.com	Aug 01, 2025 2:12 AM
OP Consulting Group LLC	owner@opconsultinggroup.com	Aug 01, 2025 2:12 AM
Medic-One Medical Services	mporter@MedicOne.org	Aug 01, 2025 2:12 AM

Exceptional Lives	anne.punzakmarcus@exceptionallives.org	Aug 01, 2025 2:12 AM
Bridge The Gap Sped, LLC	monique@bridgethegapsped.com	Aug 01, 2025 2:12 AM
Jackson Movers	info@mymovingsupport.com	Aug 01, 2025 2:12 AM
Security & Safety Associates of Louisiana LLC	revere@ssala.us	Aug 01, 2025 2:12 AM
Blue Raster	mlippmann@blueraster.com	Aug 01, 2025 2:12 AM
Sacriste Empire Ai Professional Technology Services	csdunn@sacristempire.com	Aug 01, 2025 2:12 AM
Simarn, LLC	GARY.FEZZEY@SIMARN.COM	Aug 01, 2025 2:12 AM
Grow America	jrodrarte@growamerica.org	Aug 01, 2025 2:12 AM
Safe Havens International, Inc.	phuong@weakfish.org	Aug 01, 2025 2:12 AM
ATA Services, Inc.	pharrod@ataservices.net	Aug 01, 2025 2:12 AM
Megastar HR	beca@megastarhr.com	Aug 01, 2025 2:12 AM
Pearl Interactive Network	mantwine@pinsourcing.com	Aug 01, 2025 2:12 AM
CJIS GROUP LLC	Region2@cjisgroup.com	Aug 01, 2025 2:12 AM
Optimal Solutions Group	procurement@optimalsolutionsgroup.com	Aug 01, 2025 2:12 AM
JobSite Diesel Repair	sales@jobsitediesel.com	Aug 01, 2025 2:12 AM
3Core Systems, Inc	navin.kandula@3coresystems.com	Aug 01, 2025 2:12 AM
Onebridge Support Services LLC	anita@onebridgecenter.com	Aug 01, 2025 2:12 AM
Sophron Networks LLC	rmurphy@sophronnet.com	Aug 01, 2025 2:12 AM
D2D IT Services LLC	szahid@d2dis.com	Aug 01, 2025 2:12 AM
University of Cincinnati Economics Center	b.evans@uc.edu	Aug 01, 2025 2:12 AM
MS. TAMMY'S SOLUTIONS INC	info.mstammysolutions@gmail.com	Aug 01, 2025 2:12 AM
Publicus	clacatusu@public-us.com	Aug 01, 2025 2:12 AM
RCS Excavation, Inc.	jboak@rcsexcavation.com	Aug 01, 2025 2:12 AM
Altigen	chet.hanks@altigen.com	Aug 01, 2025 2:12 AM
SCRIBEDOC.COM, IN C	sandy@scribedoc.com	Aug 01, 2025 2:12 AM
Vendor	michael.ongkiko@nfp.com	Aug 01, 2025 2:12 AM
Southwind Marketing Group	Damien@southwindmarketing.com	Aug 01, 2025 2:12 AM
DIMEC Inc.	greg.gutowski@dimec.ca	Aug 01, 2025 2:12 AM
Crossbow Group	jbower@crossbowgroup.com	Aug 01, 2025 2:12 AM
MoeKim Alliance LLC	mauricewhite@moeckim.com	Aug 01, 2025 2:12 AM
EcosConnect LLC	paul@ecosconnect.com	Aug 01, 2025 2:12 AM
Ferox Group, LLC	bradley@theferoxgroup.com	Aug 01, 2025 2:12 AM
COAL HARBOUR MECHANICAL LTD	tyler.ohm@chm.ca	Aug 01, 2025 2:12 AM
Sys Code Labs llc	uma@syscodelabs.com	Aug 01, 2025 2:12 AM
EC Technology Consulting Services LLC	mcouncil@eccybersecurity.com	Aug 01, 2025 2:12 AM
Drive Integration, LLC	brock@driveintegrationllc.com	Aug 01, 2025 2:12 AM
Remediation Services LLC	jjarnagin@rsi-ks.com	Aug 01, 2025 2:12 AM
Imprint Penny LLC	bids@imprintpenny.com	Aug 01, 2025 2:12 AM
Let the Beat Build	rlopez@letthebeatbuild.me	Aug 01, 2025 2:12 AM
Freedom Commercial Services	jvetzel@goarmstrong.com	Aug 01, 2025 2:12 AM
Strategic Government Resources	rfp@governmentresource.com	Aug 01, 2025 2:13 AM
Object Technology Solutions, Inc.	proposals@otsi-usa.com	Aug 01, 2025 2:13 AM
Vendor	brian.vansickle@quadbridge.com	Aug 01, 2025 2:13 AM
Techbundle	dan.drake@techbundle.com	Aug 01, 2025 2:13 AM
IconXChange, LLC	michael@iconxchange.io	Aug 01, 2025 2:13 AM
Horace Mann / Wise Benefits	LESLEY.Keenan@horacemann.com	Aug 01, 2025 2:13 AM

FUNDING matters Inc.	wpetruck@fundingmatters.com	Aug 01, 2025 2:13 AM
All Points Media LLC	jeffg@allpointsco.com	Aug 01, 2025 2:13 AM
The Thomas Consulting Group LLC	mthomas@tcgcan.com	Aug 01, 2025 2:13 AM
North Star Identity LLC	gitika.srivastava@northstar-identity.com	Aug 01, 2025 2:13 AM
eNoah iSolutions Inc	krajamani@enoahisolution.com	Aug 01, 2025 2:13 AM
S&P Controls & Rebuild	spcontrolsrebuild@yahoo.com	Aug 01, 2025 2:13 AM
Qultek Consultants, Inc.	tkhurshid@aol.com	Aug 01, 2025 2:13 AM
Assura, Inc.	karen.cole@assurainc.com	Aug 01, 2025 2:13 AM
D&D Fleet & Auto Service LLC	dana@ddfleetservice.com	Aug 01, 2025 2:13 AM
Green Leaf Procurement	jennifer@greenleafprocurement.com	Aug 01, 2025 2:13 AM
Pistev Decision	cchan@pistevodecision.com	Aug 01, 2025 2:13 AM
NUH Janitorial Company LLC	nadeem_majid@yahoo.com	Aug 01, 2025 2:13 AM
GenSigma LLC.	rfp@gensigma.com	Aug 01, 2025 2:13 AM
Northern Inspection Services	admin@nismidwest.com	Aug 01, 2025 2:13 AM
ClearBridge Technology Group, LLC	jwetmore@clearbridgetech.com	Aug 01, 2025 2:14 AM
HERide	admin@getheride.com	Aug 01, 2025 8:27 AM
Dynamic Ideas	aratcliffe@alpharoute.com	Aug 01, 2025 10:14 AM
US Coachways, Inc	RFP@uscoachwaysinc.com	Aug 02, 2025 5:35 AM
Zum Services Inc.	lmccullen@ridezum.com	Aug 23, 2025 7:04 AM
First Student	emily.giles@firstgroup.com	Sep 03, 2025 2:29 AM
Student Transportation of America	kgalloway@ridesta.com	Sep 05, 2025 8:13 AM
Spiral Networks, Inc.	snisecure@gmail.com	Sep 16, 2025 2:49 AM
Data Center Warehouse	sergio.ramalho@4dcw.com	Sep 16, 2025 6:20 AM
HopSkipDrive, Inc.	rfp@hopskipdrive.com	Sep 16, 2025 7:40 AM
Columbia Telecommunications Corp. d/b/a CTC Technology & Energy	opportunities@ctcnet.us	Sep 16, 2025 10:14 AM
Gartner Inc.,	jordan.angel@gartner.com	Sep 16, 2025 10:22 AM
Adroit Advanced Technologies, inc.	sales@goadroit.com	Sep 16, 2025 10:23 AM
TransAct Communications, LLC	rfp@transact.com	Sep 16, 2025 11:24 AM



AEPA 026-E Student Transportation Solutions

Opening Record

Tuesday, September 16, 2025

	Part D Questionnaire	Exceptions & Deviations	Part E-Signature Forms	Part F-Pricing Workbook	Exhibit A-Marketing Plan	Acknowledge Download of Supporting Doc #1-6	Acknowledge Conformance With Bid Specs	Responsiveness Check*
Respondent	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail	Pass/Fail
Active Submissions:								
Ever Driven	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
First Student/First Alt	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Highland Electric Fleets	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
Eliminated Submissions:								
HopSkipDrive	Pass	Pass	Pass	Fail	Pass	Pass	Pass	Fail

* - Send to Category Committee for Evaluation

Opening Chair:

Steve Griggs

Witnesses:

George Wilson

Ken Swink

Dave Puyear

Melissa Mattson

Joni Puffett

Becky Herlocker

Craig Peterson

Anna Marie Hollander

Bart Powelson

Andrew Pickens

Mark Carollo

Summary

Question Set	Questions	% Complete	Progress	Error?
1	75	100.00%	<div style="width: 100%; background-color: #a9f5d0;"><div style="width: 100%;"></div></div>	Complete: no errors
2	31	100.00%	<div style="width: 100%; background-color: #a9f5d0;"><div style="width: 100%;"></div></div>	Complete: no errors
Total	106	100.00%	<div style="width: 100%; background-color: #a9f5d0;"><div style="width: 100%;"></div></div>	

Question Set 1: Company Information

#	Question	Response	Comment	Status
1.0.1	Name of Company:	EverDriven Technologies, LLC		Complete
1.0.2	Company Address:	5680 Greenwood Plaza Blvd, Ste 550		Complete
1.0.3	City, State, zip code:	Greenwood Village, CO 80111		Complete
1.0.4	Website:	https://www.everdriven.com/		Complete
1.0.5	Contact Person:	Danielle Press		Complete
1.0.6	Title:	Chief Growth Officer		Complete
1.0.7	Phone:	201.400.9169		Complete
1.0.8	Email:	dpress@everdriven.com		Complete
1.0.9	Is this Business a Public Company?	No, EverDriven is a privately owned company.		Complete
1.0.10	Is this Business a Privately Owned Company?	Yes, EverDriven is a Limited Liability Company owned by Charlesbank.		Complete
1.0.11	In what year was this business started under its present name?	2020		Complete
1.0.12	Under what additional, or, former name(s) has your business operated?	Call Oscar, American Logistics Technologies Holding Company, LLC., ALC Schools, LLC, (ALC)		Complete
1.0.13	Is this business a corporation? If yes, complete the following questions.	Yes, EverDriven is a Limited Liability Company (LLC).		Complete
1.0.14	Date of Incorporation:	January 24, 2006		Complete
1.0.15	State of Incorporation:	Delaware		Complete
1.0.16	Name of President:	J. Mitchell Bowling, Chief Executive Officer		Complete
1.0.17	Name(s) of Vice President(s):	Danielle Press, Chief Growth Officer Megan Von Wald, Chief Operations Officer Mon-Chao Lo, Chief Product and Technology Officer Courtney Pallotta, Chief Marketing Officer		Complete
1.0.18	Name of Treasurer:	Phil Graves, Chief Financial Officer		Complete
1.0.19	Name of Secretary:	Bridgette Brinkmann, Chief People Officer		Complete
1.0.20	Is this business a partnership? If yes, complete the following questions.	No		Complete
1.0.21	Date of Partnership:	N/A		Complete
1.0.22	State Founded:	N/A		Complete
1.0.23	Type of Partnership, if applicable:	N/A		Complete
1.0.24	Name(s) of General Partner(s):	N/A		Complete
1.0.25	Is this business individually owned? If yes, complete the following questions.	N/A		Complete
1.0.26	Date of Purchase:	N/A		Complete
1.0.27	State Founded:	N/A		Complete
1.0.28	Name of Owner/Operator:	N/A		Complete
1.0.29	Is this business type different from those identified above?	N/A		Complete
1.0.30	If yes, describe the company's type of format, year and state of origin and names and titles of the principals.	N/A		Complete
1.0.31	Is this business women-owned?	No		Complete
1.0.32	Is this business minority-owned?	No		Complete
1.0.33	Does this business have an Affirmative Action plan/statement?	We comply with all applicable federal and state employment laws. As an Equal Opportunity Employer, we are committed to fostering a diverse and inclusive workplace where every individual is respected and valued. Our Commitment to Diversity reflects this dedication and guides both our hiring practices and workplace	The "EEO and Commitment to Diversity" document can be found under "Supporting Information."	Complete
1.0.34	Enter business headquarters location including address, city, state, zip, phone number.	5680 Greenwood Plaza Blvd, Ste 550, Greenwood Village, CO 80111 877.225.7750		Complete
1.0.35	How long have you been at this location?	July 2021-Present		Complete

1.0.36	Enter business branch locations, if any. Include address, city, state, zip, phone number for each.	<p>We have eight additional field office locations across the country:</p> <p>Colorado: 2851 South Parker Road, Aurora, CO 80014</p> <p>California: 221 East Walnut Street, Pasadena, CA 91101</p> <p>Florida: 1707 Orlando Central Parkway, Orlando, FL 32809</p> <p>3710 Corporex Park Drive, Tamiami, FL 33619</p> <p>Pennsylvania: 115 Twinring Road, Drexler, PA 19025</p> <p>Virginia: 7010 Little River Turnpike, Annandale, VA 22003</p> <p>Washington: 932 Industry Drive, Tukwila, WA 98188</p> <p>2413 Pacific Avenue, Tacoma, WA 98402</p>	Complete
Sales History			
1.1.1	What percentage of your annual sales comes from public entities?	99.97%	Complete
1.1.2	Provide your business's annual sales for 2023 for K-12 schools.	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.3	Provide your business's annual sales for 2024 for K-12 schools.	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.4	Provide your business's annual sales for 2023 for cities, counties, and other public entities.	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.5	Provide your businesses annual sales for 2024 for cities, counties, and other public entities.	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.6	Provide your business's annual sales for 2023 for higher education.	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.7	Provide your business's annual sales for 2024 for higher education.	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.8	Provide your business's annual sales for 2023 for K-12 schools for products and services that meet the scope of work in this solicitation.	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.9	Provide your business's annual sales for 2024 for K-12 schools for products and services that meet the scope of work in this solicitation..	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.10	Provide your business's annual sales for 2023 for cities, counties, and other public entities for products and services that meet the scope of work in this solicitation..	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.11	Provide your businesses annual sales for 2024 for cities, counties, and other public entities for products and services that meet the scope of work in this solicitation..	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
1.1.12	Provide your business's annual sales for 2023 for higher education for products and services that meet the scope of work in this solicitation..	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete

1.1.13	Provide your business's annual sales for 2024 for higher education for products and services that meet the scope of work in this solicitation..	As a privately held company, EverDriven regards its sales data as confidential. The requested annual sales amounts for these categories are provided in the "Confidential Information" document uploaded under "Supporting Information."	Complete
Key Contacts			
1.2.1	Please provide the name, title, phone and email for your Contract Manager	Haley Morosky, Contracts Team Lead, contracts@everdriven.com, 435.477.6456	Complete
1.2.2	Please provide the names, phone and email for your Distributors, Dealers, Installers, Sales Reps.	East Regional Sales Director: Steph Sanders, ssanders@everdriven.com - Oversees six Account Executives Central Regional Sales Director: AJ Kamara, akamara@everdriven.com - Oversees seven Account Executives Western Regional Sales Director: Parker Muirbrook, pmuirbrook@everdriven.com - Oversees seven Account Executives Vice President of Customer Success, Shannon LaRue, slarue@everdriven.com, 858.344.5439 - Oversees 8 Customer Success Managers Strategic Account Director, Alex Muirbrook, amuirbrook@everdriven.com, 760.405.5535	Complete
1.2.3	Please provide the name, title, phone and email for your Consultants & Trainers.	Kimberly Klein, GTM Enablement 877.225.7750, kklein@everdriven.com Malia Kari, Senior Director, Talent Development, 877.225.7750, mkari@everdriven.com Lauren Culver, Learning Curriculum Specialist III, 877.225.7750, lculver@everdriven.com	Complete
1.2.4	Please provide the person's name, title, phone and email who will be handling Warranty & After the Sale services.	As a service provider, EverDriven does not provide product warranties. Instead, we focus on ongoing client support and service delivery. For all post-sale service needs, clients will be assigned a Field Operations Account Manager. This individual will serve as their primary point of contact for account management and after-service support.	Complete
1.2.5	Provide total number and location of salespersons employed by your business in the United States by city and state.	EverDriven currently employs a team of over 20 sales representatives dedicated to new account acquisition, supported by a customer success team of approximately 10 professionals who oversee and grow relationships with existing accounts. This dual approach ensures both continued expansion and long-term client satisfaction. Our sales and customer success teams are strategically located across the United States, with representatives based in: Arizona, California, Colorado, Texas, Nebraska, Wisconsin, North Carolina, Illinois, Indiana, Georgia, Missouri, Florida, Kansas, Kentucky, Tennessee, Michigan, Ohio, Virginia, and Pennsylvania. This nationwide presence enables EverDriven to provide responsive, localized support while maintaining	Complete
Sales Training			
1.3.1	Describe how your company will implement training and knowledge of the contract with your respective sales force. Furthermore, describe how your company plans to support and train your sales force on a national, regional, or local level and generally assist with the education of sales personnel about the resulting contract.	EverDriven ensures its sales force is fully trained on cooperative contracts through a structured, multi-level program. Upon award, all team members complete contract-specific onboarding covering terms, pricing, eligibility, and compliance. National training is delivered via live webinars and recorded modules, while regional managers provide localized guidance tailored to their states and agencies. To maintain consistency, our sales force receives regular refreshers and updates through our compliance team, supported by contract-specific sales materials, FAQs, and case studies. In addition, EverDriven is committed to flexibility and will incorporate any additional training recommended by AEPAs or participating agencies to ensure compliance.	Complete

1.3.2	<p>What is your company's plan, if your company were awarded the contract, to service up to 31 states (or the region awarded in a regional bid). Describe if your company has a national sales force, dealer network, or distributor(s) with the ability to call on eligible agencies in the participating states in AEPA.</p> <p>EverDriven is uniquely positioned to service every state through our established nationwide operations and sales infrastructure. We currently hold contracts in 36 states and have demonstrated the ability to scale services rapidly by leveraging our extensive network of vetted transportation providers, supported by centralized logistics, compliance, and customer service teams. Our national sales force is organized by region, ensuring local representation while maintaining consistency across states. Dedicated Account Executives work directly with eligible clients to educate them on cooperative purchasing best practices, ensure seamless contract implementation. This structure allows EverDriven to provide both national reach and localized account execution that</p>		Complete
1.4.1	<p>Products & Services</p> <p>Provide a description of the Products, Services & Solutions to be provided by the product category set forth in Part B - Specifications. The primary objective is for each Supplier to provide its complete product, service, and solutions offerings that fall within the scope of this solicitation so that participating agencies may order a range of products as appropriate for their needs.</p> <p>EverDriven provides safe, reliable, and technology-enabled student transportation solutions tailored for districts and agencies nationwide. Our services focus on students who require modern transportation alternatives to traditional yellow bus service, including those with disabilities, McKinley-Vento and foster care students, early childhood education students, and out-of-district placements.</p> <p>We utilize a nationwide network of vetted drivers and smaller-capacity vehicles—such as sedans, minivans, SUVs, and wheelchair-accessible vans—supported by proprietary technology for route optimization, GPS tracking, and real-time monitoring. Participating agencies also benefit from EverDriven's dedicated account</p>		Complete
1.5.1	<p>Distribution</p> <p>Describe how your company proposes to distribute the products and services nationwide, regionally, or at the local level.</p> <p>services through a structured national, regional, and local model. At the national level, our corporate headquarters manages business operations, contracts, regulatory compliance, reporting, and technology to ensure consistency for all AEPA</p> <p>Regionally, Business Development and Field Operations managers oversee more direct service delivery within their territories, while at the local level, dedicated Account Executives, Account Managers, and Account Specialists work directly with districts and agencies. This structure combines nationwide reach with strong local presence, ensuring safe, reliable, and responsive transportation solutions across all participating states.</p>		Complete
1.5.2	<p>Provide the type (service/support or distribution) and location of centers that support the United States by name, city and state.</p> <p>We have eight additional field office locations across the country:</p> <ul style="list-style-type: none"> Colorado: 2851 South Parker Road, Aurora, CO 80014 California: 221 East Walnut Street, Pasadena, CA 91101 Florida: 1707 Orlando Central Parkway, Orlando, FL 32809 Tampa, FL 33607 Pennsylvania: 115 Twining Road, Drexler, PA 19025 Virginia: 7010 Middle River Turnpike, Annandale, VA 22003 Washington: 932 Industry Drive, Tukwila, WA 98188 2413 Pacific Avenue, Tacoma, WA 98402 		Complete
1.5.3	<p>Describe the criteria and process by which your company selects and approves subcontractors, distributors, installers, and other independent services.</p> <p>EverDriven follows a rigorous, multi-step process to ensure that all subcontracted service providers are monitored, and their vehicles meet the highest standards of safety, compliance, and reliability before being approved to serve students.</p> <p>Service Provider Selection Criteria</p> <ul style="list-style-type: none"> - Regulatory Compliance: All providers must meet EverDriven Standards as well as state, local, and district requirements for alternative transportation. - Vehicle Inspections: Every vehicle must pass a 50+ point inspection conducted by EverDriven's internal team, plus an annual third-party inspection. - Valid Business Credentials: Providers must submit proof of business registration and licensing in their operation 		Complete

1.5.4	<p>Provide a list of current subcontractors, distributors, installers, and other independent service providers who are contracted to perform the type of work outlined in this solicitation in the member agency states. Include, if applicable, contractor license or certificate information and the state(s) wherein they are eligible to provide services on behalf of the business.</p>	<p>EverDriven partners with a broad national network of over 470 qualified service providers across the United States. These providers supply the vehicles and drivers necessary to fulfill the transportation services outlined in this solicitation.</p> <p>Each provider is carefully vetted through a rigorous certification process to ensure they meet our highest standards for safety, reliability, and compliance. We only contract with service providers who:</p> <ul style="list-style-type: none"> - Maintain all required state and local licenses or certifications, - Pass background checks and driver record screenings, - Maintain compliant insurance coverage, - Adhere to EverDriven's strict safety and service protocols. <p>Due to the size of our network, providing a complete list of EverDriven is committed to supporting supplier diversity and actively engages with small businesses and Minority/Women-Owned Business Enterprises (MWBEs) in the delivery of our student transportation solutions. Our model is built on partnerships with locally owned service providers, and we are proud to report that almost every business owner in our network has self-identified as a minority- or women-owned business (MBE/WBE). We not only welcome but encourage our service providers to officially register as MWBE organizations whenever eligible, providing guidance and resources to help them through the certification process. This ensures providers can fully leverage the benefits of MWBE status while strengthening the contractor's</p>	Complete
1.5.5	<p>If applicable, describe your company's ability to do business with manufacturer/dealer/distribution organizations that are either small or MWBE businesses as defined by the Small Business Administration.</p>	<p>EverDriven recognizes that many participating agencies place a high value on utilizing local and MWBE businesses, and our model is designed to support those priorities. Our transportation services are delivered primarily through local service providers, and we are proud that almost every one of these business owners has self-identified as MWBE. This means agencies can be confident that their transportation dollars are reinvested directly into their communities while also advancing diversity goals. We collaborate with agencies to identify opportunities where MWBE-certified providers can be prioritized, and we actively encourage and assist our partners in obtaining official certifications as needed or required by agency contracts.</p>	Complete
1.5.6	<p>If applicable, describe other ways your company can be sensitive to a participating agencies desire to utilize local and/or MWBE companies, such as the number of local employees and offices with a geographic region, companies your firm uses that may be local (i.e. delivery company), your own company's diversity of owner employees, etc.</p>	<p>EverDriven's service model is built on partnerships with locally owned transportation providers who supply the drivers and vehicles that make safe, reliable student transportation possible. Almost every one of these service providers has self-identified as a minority- or women-owned business (MBE/WBE), and we are proud of this fact. Our MWBE partners would serve as a cornerstone of the services delivered under this cooperative contract. By engaging these providers and supporting them with EverDriven's compliance, safety, and technology infrastructure, we ensure agencies receive reliable services while also advancing local and diverse business utilization.</p>	Complete
1.5.7	<p>If applicable, provide details on any products or services being offered by your company where the manufacturer or service provider is either a small or MWBE business as defined by the Small Business Administration. Provide product/service name, company name and small/MWBE designation.</p>		Complete

Marketing

1.6.1	<p>Describe how this business marketed its products and services to schools, nonprofit organizations, and other public sector audiences for the most recent full year. List all conventions, conferences, and other events at which this company exhibited.</p>	<p>In the most recent full year, EverDriven marketed its services to schools, nonprofit organizations, and public sector audiences through a comprehensive multi-channel strategy that combines nationwide visibility with localized engagement.</p> <ul style="list-style-type: none"> • Trade Shows & Events: EverDriven maintains a robust national presence, attending 65-70 tradeshows annually across the United States. These events include national and regional education, transportation, and public sector conferences where we exhibit, present, and connect directly with decision-makers. • Thought Leadership & Content Marketing: We invest in high-value content designed to educate and inspire our audiences. - EverDriven Blog: Regular articles on transportation 	Complete
1.6.2	<p>Describe how your company will market the resulting contract to eligible Member Agencies. Describe how your company differentiates the new agreement from existing contracts that your company may hold today. Please be specific and detailed in your response.</p>	<p>EverDriven will market the AEPA-awarded contract by leveraging our national reach, established credibility, and education-focused approach. With more than 800 active district contracts across the country and a presence at 65-70 trade shows annually, we bring both scale and trusted relationships that will enable us to promote the agreement broadly and effectively. We will communicate the availability of the AEPA contract through a multi-channel strategy that includes a national press release, organic social media, targeted digital outreach, and inclusion in our thought leadership platforms such as the EverDriven blog, our Right Ride interview series, and ongoing case studies. These efforts will ensure that eligible member agencies are aware of</p>	Complete
1.6.3	<p>Describe the ways in which your company will collaborate with AEPA Agencies to market the resulting contract. Include any contract announcements, planned advertisements, and any other direct or indirect marketing activities promoting the AEPA awarded contract. Add any supplemental materials as pdfs and label them as Exhibit A-Marketing.</p>	<p>EverDriven views the AEPA partnership as a unique opportunity to expand the reach of Alternative Student Transportation through a trusted, education-focused cooperative model. By aligning with AEPA, we can ensure that districts of all sizes have equitable access to innovative, student-centered transportation solutions that improve efficiency, safety, and inclusion. Our national footprint and deep local engagement uniquely position us to introduce and promote the AEPA contract effectively across member agencies, driving both immediate awareness and long-term adoption.</p>	Complete
1.6.4	<p>Describe the process for how the company will launch the contract with current and potential agencies.</p>	<p>EverDriven will take a phased approach to launching the AEPA contract, focusing first on building awareness and then on sustaining adoption.</p> <p>Phase One: Initial Launch (0-90 Days)</p> <ul style="list-style-type: none"> • Press Release: A joint announcement with AEPA distributed nationally and regionally. • Blog Post: A feature article on the EverDriven blog outlining the benefits of the partnership for school districts. • Organic Social Media: Coordinated posts across LinkedIn, Facebook, and other platforms to drive awareness and engagement. • Sales Enablement: Incorporation of AEPA-specific slides and collateral into EverDriven's pitch deck, equipping the sales team to promote the contract in field conversations with districts. 	Complete
1.6.5	<p>Describe your company's ability to produce and maintain full color print or electronic advertisements in camera ready format.</p>	<p>EverDriven has an in-house marketing team with the expertise and tools to produce and maintain full-color print and electronic advertisements.</p>	Complete

Environmental Initiatives

1.7.1	Indicate if your company has any products in your offering that have any third-party environmental certifications.	<p>Keeping our planet healthy for ourselves and for future generations is critical. As a transportation management company, we recognize the environmental impact of motor vehicles and have taken proactive steps to reduce our carbon footprint. While EverDriven does not manufacture vehicles, our service offering incorporates environmentally responsible practices that align with third-party environmental assessments and certifications.</p> <p>First, we employ smart routing technology to minimize the number of vehicles on the road and reduce miles traveled overall. In addition, approximately 16% of our currently subcontracted fleet consists of electric or hybrid vehicles, contributing to lower emissions and a greener future.</p>	Complete
1.7.2	Describe the business's "Green" objectives (e.g. LEED Certification, reducing footprint, reuse, reduce, recycle)	<p>At EverDriven, our "green" objectives focus on building a culture of sustainability that supports both immediate environmental improvements and long-term impact. As a transportation management company, we know our largest opportunity lies in helping districts reduce emissions and adopt cleaner practices, while also embedding sustainability across our own operations.</p> <p>Our objectives include:</p> <ul style="list-style-type: none"> Driving Smarter, Driving Less: Using technology to optimize routes and reduce unnecessary miles, which lowers both emissions and fuel consumption. Transitioning Fleets: Encouraging and supporting the adoption of hybrid and electric vehicles within our service offering. 	Complete
1.7.3	Describe what percentage of your offering is environmentally preferable and what are your company's plans to improve this offering?	<p>Currently, 16% of our subcontracted vehicles are electric or hybrid, which we classify as environmentally preferable within our service offering. In addition, we are constantly updating and optimizing our routing software to ensure the most efficient use of resources, reducing both route counts and total travel time. While we cannot directly control vehicle purchasing decisions, we actively encourage our service providers to adopt electric and hybrid vehicles whenever possible and will continue to prioritize routing and operational efficiencies that help reduce overall environmental impact.</p>	Complete
Value Add			
1.8.1	Describe any/all features of your company that you feel will provide additional value and benefit to a participating AEPA agency.	<p>Please find complete details about EverDriven's business model, pricing model, technology, safety standards, and more in the document uploaded under "Supporting Information" and titled "EverDriven for AEPA RFP 026-E." This document outlines the features and practices that provide additional value and measurable benefits to participating AEPA agencies.</p>	Complete
Disclosures			
1.9.1	Does this business have actions currently filed against it? If Yes, AN ATTACHMENT IS REQUIRED: List and explain current actions, such as, Federal Debarment (on US General Services Administration's "Excluded Parties List"), appearance on any state or federal delinquent taxpayer list, or claims filed against the retainage and /or payment bond for projects.	<p>We are requesting that information related to litigation be considered highly confidential. It is included in our "Confidential Information" upload and should not be included in any FOIA or public records requests.</p>	Complete
References			
1.10.1	Provide contact information of your business's five largest public agency customers. Include the customer business name, contact name, title, phone number and email.	<p>The School District of Philadelphia Ron Timmons, Director of Vendor Services, Office of Transportation Services rtimmons@phlasd.org 215.400.6030</p> <p>Orange County Public Schools Bill Wen, Senior Director, Transportation Services william.wen@ocps.net 407.317.3800</p> <p>Palm Beach Shane Searchwell, Director, Transportation Services shane.searchwell@palmbeachschools.org 561.242.8322</p> <p>Denver Public Schools: Albert Samora, Executive Director of Transportation ALBERT_SAMORA@dpsk12.net 720.423.4603</p>	Complete

Question Set 2: Service Questionnaire

#	Question	Response	Comment	Status
Sales Data				
2.1.1	Please refer to the chart of participating AEPA member States in this solicitation, and list the states that your company has sold products/service in the past 3 years.	EverDriven currently operates in 36 states nationwide. With respect to the AEPA member states participating in this transportation services solicitation, we have experience providing services in nearly all of them. The only exceptions are Montana, North Dakota, West Virginia, Wyoming, and Connecticut. Please note that the sole state where we are unable to operate due to regulatory restrictions is Connecticut.		Complete
2.1.2	Please refer to the chart of participating AEPA member States in this solicitation, and list the states that your company proposes to sell in.	EverDriven will begin by utilizing AEPA to sell in states where we already operate. We will evaluate expansion as needed while continuously exploring opportunities nationwide. Our commitment remains to help as many students as possible access safe, reliable transportation to school.		Complete
2.1.3	Please refer to the chart of participating AEPA member states in this solicitation and list the states in which your company has sales reps, distributors, or dealers.	We have sales representatives actively engaged in all participating states, with the exception of Montana, North Dakota, West Virginia, Wyoming, and Connecticut. We continually assess the alignment of our sales team and will add representatives as needed should we expand operations or experience increased demand.		Complete
2.1.4	Does this company have an e-commerce website?	EverDriven is a service provider and does not operate a traditional e-commerce website. However, we do offer a proprietary technology platform called the District Portal, which functions as a secure online system for our clients. Through the District Portal, agencies and districts can request transportation services, manage student profiles, and access reporting, billing, and compliance documentation. This platform ensures that clients have an efficient, transparent, and user-friendly way to manage services without the need for a conventional e-commerce site.		Complete
2.1.5	If yes, provide the website address.	Because EverDriven does not have a traditional e-commerce website, there is no single public-facing web address. Instead, each client is provided with a secure, customized District Portal log-in, giving them direct access to request transportation services, manage student information, and review reporting and billing specific to their district.		Complete
2.1.6	If applicable, describe your company's ability to integrate into other ecommerce sites. Include details about your company's ability to create punch out sites and accept orders electronically (cXML, OCI, etc.)	N/A		Complete
2.1.7	Provide detail on where your company has integrated with a public agency's ERP (Oracle, Infor Lawson, SAP, etc.) system in the past and include some details about the resources you have in place to support these integrations. List, by ERP provider, the following information: name of public agency, ERP system used, "go live" date, net sales per calendar year since "go live", and percentage of agency sales being processed through this connection.	We have not integrated with these platforms.		Complete
Customer Support				
2.2.1	Does this business have online customer support options?	Yes. EverDriven provides online customer support through our secure District Portal, which allows clients to submit service requests, monitor trips in real time, and access reporting, billing, and compliance documentation. In addition, every client is assigned a custom support email address and a toll-free phone number, giving them direct access to our support teams for timely assistance. This combination of online tools and personalized support ensures that agencies receive fast, reliable, and responsive service.		Complete

2.2.2	Does this business have a toll free customer support phone option?	<p>Yes. EverDriven provides every client with access to a dedicated toll-free customer support phone number, ensuring they can quickly reach team for assistance. This is offered in addition to a custom support email address and our online District Portal, giving agencies multiple convenient ways to access help when they need it.</p>	Complete
2.2.3	Does this business offer local customer and support service options?	<p>Yes. EverDriven provides customer support through local field operations staff who live and work in many of the communities we serve. These team members provide on-the-ground support, understand the unique needs of their districts, and work to ensure consistent, high-quality service. This combination of local presence and national resources allows us to deliver both responsive service and reliable scalability.</p>	Complete
2.2.4	State your normal delivery time (in days) and any options for expediting delivery.	<p>As a service provider, EverDriven does not deliver physical goods. Instead, our "delivery time" refers to the time required to route new transportation services after a request is received. Under normal circumstances, students often receive transportation within 24-72 hours of the transportation request. This flexibility ensures that agencies and districts can count on EverDriven to respond quickly to both planned and unexpected transportation needs.</p>	Complete
2.2.5	State your backorder policy. Do you fill the order when available, or cancel the order and require participating agencies to reorder if items are backordered?	<p>As a service provider, EverDriven does not deliver physical products and therefore does not have a traditional backorder process. All service requests are fulfilled directly and in full. If there are unique circumstances—such as a request requiring specialized vehicles or drivers—we work proactively with the district to ensure services are launched as quickly as possible.</p>	Complete
2.2.6	Describe your company's payment terms as well as any quick pay discounts.	<p>EverDriven offers flexible invoicing options based on district preference. Invoices can be emailed weekly or monthly and are based on the fees outlined in the contract. Payments are made via automated clearing house (ACH) transfer. Our standard payment terms are net 30 days from the invoice date. Any payment not received within thirty (30) days is subject to an interest rate of 1.5% until payment is received. EverDriven does not currently offer quick pay discounts.</p>	Complete
2.2.7	State your company's return policy and any applicable restocking fees.	<p>Not applicable — EverDriven provides services, not products, and does not have a return policy or restocking fees.</p>	Complete
2.2.8	Describe any special program that your company offers that will improve customer's ability to access products, on-time delivery, or other innovative strategies.	<p>We offer several programs and strategies designed to improve customers' ability to access services reliably and efficiently. Our proprietary scheduling and routing technology optimizes transportation routes in real time, ensuring on-time performance and minimizing delays. In addition, our dedicated customer support team provides proactive communication and rapid response to service needs, giving agencies confidence in both accessibility and delivery. We also leverage data-driven reporting to monitor service levels and identify opportunities for continuous improvement. This allows us to adapt quickly to customer needs and provide innovative, flexible solutions that go beyond standard service delivery. Together, these programs ensure that customers receive the highest level of service and support.</p>	Complete
Pricing			
2.3.1	Is your pricing methodology guaranteed for the term of the contract?	Yes	Complete
2.3.2	Will you offer customized price lists to participating entities as required per the pricing terms in the AEPA Terms and Conditions?	<p>Yes. We will be submitting not-to-exceed pricing, which will serve as the maximum rate for all contracts across participating states in this RFP. For each contract, we will evaluate factors such as accessibility and regional labor costs, allowing us to offer competitive and often customized pricing that is significantly lower than the national not-to-exceed rate.</p>	Complete

2.3.3	Will you offer hot list pricing (optional) as described in the pricing terms in the AEPA Terms and Conditions/Specifications?	No, we will not be offering hot list pricing. In our experience, student transportation services do not experience the type of demand fluctuations that would necessitate this pricing model. As such, we do not anticipate a need for hot list pricing in this context.	Complete
2.3.4	Will you offer volume price discounts as described in the pricing terms of the AEPA Terms and Conditions/Specifications?	Yes. Volume-based price discounts will be offered. These discounts are determined on a market-specific basis by our internal team, ensuring competitive pricing while accounting for anticipated volume, labor costs, and other operational considerations. This approach enables us to deliver tailored pricing that appropriately incentivizes increased utilization of our services.	Complete
Competitiveness			
2.4.1	Is the pricing that is proposed to AEPA equal to or lower than pricing your company offers to individual entities or cooperatives with equal to or lower volume? In order for your response to be considered, your company must offer AEPA prices that are equal to or lower than those normally offered to individual entities or cooperatives with equal or lower volume.	Yes	Complete
2.4.2	Is the proposed pricing LESS THAN individual customer and/or cooperatives receive? If so, indicate the percentage by which it is lower.	No	Complete
Cooperative Contracts			
2.5.1	Does your business currently have contracts with other cooperatives (local, regional, state, national)?	Yes	Complete
2.5.2	If YES, list the cooperative name and the respective expiration date(s) of your contract with the cooperative.	EverDriven currently holds the following cooperative contracts: OMNIA Partners – contract valid through June 30, 2027 Greater Phoenix Purchasing Consortium of Schools (GPPCS) – contract valid through June 30, 2026	Complete
2.5.3	If YES, and your business is awarded an AEPA contract, explain which contract your business will lead with in marketing and sales representative presentations (sales calls)?	In states where AEPA is our only active cooperative purchasing agreement, we will present it as the preferred route. In states where multiple cooperative purchasing agreements are available, EverDriven commits to presenting AEPA as a valuable solution while enabling districts to choose the option that best aligns with their procurement needs.	Complete
2.5.4	How will your company track sales, by Member Agency, that are attributable to AEPA?	Our accounting team manages and tracks all sales attributable to AEPA through a structured monthly process. We are able to generate reports from our internal systems that capture client sales and contract activity, and audit those reports to ensure accuracy. Based on the results, we calculate the appropriate percentage owed, prepare a summary report, and route it for internal approval. Once finalized, this report is shared with AEPA and used to process payment on a regular schedule. We are flexible and can adjust our reporting and payment process to align with AEPA's preferred format and timeline, including the quarterly report form.	Complete
Fees			
2.6.1	Do you include the administrative fee in the price of your products and/or services?	Yes	Complete
2.6.2	If not, do you add on the administrative fee as a separate fee to the final invoice to the final customer?	N/A	Complete
2.6.3	Are shipping and handling costs included in the price of your products and/or services? (See Part A, Section IV. 11)	N/A	Complete
2.6.4	If not, do you add on applicable shipping and handling fees separately on invoices	N/A	Complete
2.6.5	Does your business offer leasing arrangements under this solicitation?	N/A	Complete
2.6.6	If yes, please indicate how the rate factor is determined and indicate any other cost factors related to leasing.	N/A	Complete

Part E – Signature Forms

AEPA 026-E
Student Transportation Solutions

Instructions

Contained herein are forms that **require a signature** from an authorized person at your company. All items found within this document are **mandatory**. Failure to sign the required areas, sections, or signature lines may lead AEPA to consider your company's proposal as **non-responsive**.

To submit the required signed forms, follow these steps:

1. Read the documents in their entirety.
2. Complete all forms and sign when required.
3. Return the forms and pages in their correct order and scan one (1) single PDF format titled “Part E – Signature Forms – Name of Responding Company” (i.e. one PDF document for all signature forms).
4. Submit Part E, along with other required documents in Bonfire/Euna Procurement.

The following sections will need to be completed prior to submission as one (1) single PDF titled “Part E – Signature Forms – Name of Responding Company”.

[Uniform Guidance “EDGAR” Certification Form](#) – ***signature required**

[Solicitation Affidavit](#) – ***signature required**

[Acceptance of Solicitation & Contract](#) – ***signature required**

Uniform Guidance “EDGAR” Certification Form

2 CFR Part 200

When a purchasing agency seeks to procure goods and services using funds under a federal grant or contract, specific federal laws, regulations, and requirements may apply in addition to those under state law. This includes, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR 200, referred to as the “Uniform Guidance” or new “EDGAR”. All Respondents submitting proposals must complete this EDGAR Certification form regarding the Respondent’s willingness and ability to comply with certain requirements, which may apply to specific agency purchases using federal grant funds.

For each of the items below, the Respondent will certify its agreement and ability to comply, where applicable, by having the Respondent’s authorized representative check, initial the applicable boxes, and sign the acknowledgment at the end of this form. If a Respondent fails to complete any item of this form, AEPA will consider and may list the response, as the Respondent is unable to comply. A “No” response to any of the items below may influence the ability of a purchasing agency to purchase from the Respondent using federal funds.

1. Violation of Contract Terms and Conditions

Provisions regarding Respondent default are included in AEPA’s terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary agency contract, or construction contract agreed upon by the Respondent and the purchasing agency, which must be consistent with and protect the purchasing agency at least to the same extent as AEPA’s terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

2. Termination for Cause of Convenience

For a participating agency purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply:

The participating agency may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the Respondent. If this agreement is terminated in accordance with this paragraph, the participating agency shall only be required to pay Respondent for goods and services delivered to the participating agency prior to the termination and not otherwise returned in accordance with the Respondent’s return policy. If the participating agency has paid the Respondent for goods and services provided as the date of termination, Respondent shall immediately refund such payment(s).

If an alternate provision for termination of a participating agency’s purchase for cause and convenience, including how it will be affected and the basis for settlement, is in the participating agency’s purchase order, ancillary agreement or construction contract agreed to by the Respondent, the participating agency’s provision shall control.

3. Davis Bacon Act

When required by Federal program legislation, Respondent agrees that, for all participating agency contracts for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, in excess of \$2,000, Respondent shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, Respondent is required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specific in a wage determinate made by the Secretary of Labor. Also, Respondent shall pay wages not less than once a week.

Current prevailing wage determinations issued by the Department of Labor are available at www.wdol.gov. Respondent agrees that, for any purchase to which this requirement applies, the award of the purchase to the Respondent is conditioned upon Respondent’s acceptance of wage determination.

Respondent further agrees that is shall also comply with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each construction completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled under his contract of employment, shall be defined under this titled or imprisoned not more than five (5) years, or both.

4. Contract Work Hours and Safety Standards Act

Where applicable, for all participating agency purchases in excess of \$100,000 that involve the employment of mechanics or laborers, Respondent agrees to comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Respondent is required to compute the wages of every mechanic and laborer based on a standard workweek of 40 hours. Work in excess of the standard workweek is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the workweek. The requirements of the 40 U.S.C. 3704 applies to construction work and provides that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchase of supplies, materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

5. Right to Inventions Made Under a Contract or Agreement

If the participating agency's federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or sub-recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance or experiments, developmental or research work under the "funding agreement," the recipient or sub-recipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

6. Clean Air Act and Federal Water Pollution Control Act

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). When required, Respondent agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act.

7. Debarment and Suspension

Debarment and Suspension (Executive Orders 12549 and 12689), a contract award (see 2 CFR 180.222) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1966 Comp. p. 189) and 12689 (3 CFR Part 1989 Comp. p. 235), "Debarment and Suspension." SAM exclusions contain the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Respondent certifies that the Respondent is not currently listed and further agrees to immediately notify AEPA and all participating agencies with pending purchases or seeking to purchase from the Respondent if Respondent is later listed on the government-wide exclusions in SAM, or is debarred, suspended, or otherwise excluded by agencies or declared ineligible under state statutory or regulatory authority other than Executive Order 12549.

8. Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352), Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that take place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

9. Procurement of Recovered Materials

For participating agency purchases utilizing Federal funds, Respondent agrees to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act where applicable and provide such information and certifications as a participating agency may require to confirm estimates and otherwise comply. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery, and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

10. Profit as a Separate Element of Price

For purchases using federal funds in excess of \$150,000, a participating agency may be required to negotiate profit as a separate element of the price. See 2 CFR 200.323(b). When required by a participating agency, Respondent agrees to provide information and negotiate with the participating agency regarding profit as a separate element of the price for a particular purchase. However, Respondent agrees that the total price, including profit, charged by the Respondent to the participating agency shall not exceed the awarded pricing, including any applicable discount, under the Respondent's contract with AEPA.

11. General Compliance with Participating Agencies

In addition to the foregoing specific requirements, Respondent agrees, in accepting any purchase order from a participating agency, it shall make a good faith effort to work with a participating agency to provide such information and to satisfy requirements as may apply to a particular purchase or purchases including, but not limited to, applicable record keeping and record retention requirements as noted in the Federal Acquisition Regulation, FAR 4.703(a).

12. Governing Law; Forum Selection.

Respondent acknowledges and agrees that any legal action or proceeding in which the Association of Educational Purchasing Agencies, Inc. ("AEPA"), is a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the Commonwealth of Kentucky, and must be brought and determined in the state courts of the Commonwealth of Kentucky in Warren County, Kentucky, or the United States Western District of Kentucky (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

Respondent further acknowledges and agrees that any legal action or proceeding in which a party includes a participating agency, but does not include AEPA as a party, that in any way relates to this solicitation, any contract award or the services provided thereunder, any other document executed in connection herewith, or for recognition and enforcement of any judgment in respect hereof brought by Respondent, a participating agency, or other party hereto, or its successors or assigns, will be governed by, construed and interpreted by the laws of the state in which the participating agency is domiciled, and must be brought and determined in the state in which the participating agency is domiciled (and may not be brought or determined in any other forum or jurisdiction), and each party hereto submits with regard to any action or proceeding for itself and in respect of its property, generally and unconditionally, to the sole and exclusive jurisdiction of the aforesaid courts and waives any further objection.

By initialing the table (1-12) and signing below, I certify that the information in this form is true, complete and accurate and I am authorized by my business to make this certification and all consents and agreements contained herein.

Respondent Certification (By Item)	Respondent Certification: YES, I agree	Initial
1. Violation of Contract Terms and Conditions	YES, I agree.	
2. Termination for Cause of Convenience	YES, I agree.	
3. Davis-Bacon Act	YES, I agree.	
4. Contract Work Hours and Safety Standards Act	YES, I agree.	
5. Right to Inventions Made Under a Contract or Agreement	YES, I agree.	
6. Clean Air Act and Federal Water Pollution Control Act	YES, I agree.	
7. Debarment and Suspension	YES, I agree.	
8. Byrd Anti-Lobbying Amendment	YES, I agree.	
9. Procurement of Recovered Materials	YES, I agree.	
10. Profit as a Separate Element of Price	YES, I agree.	
11. General Compliance with Participating Agencies	YES, I agree.	
12. Governing Law; Forum Selection.	YES, I agree.	

EverDriven Technologies, LLC.

Name of Business



Signature of Authorized Representative

Danielle Press, Chief Growth Officer

Printed Name

9/15/2025

Date

Solicitation Affidavit

Instructions: This form must be signed by the business's authorized representative and notarized below. If awarded, the Respondent is required to produce a copy of this document for each Member Agency with which it contracts.

1. The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing bid (such persons, business and corporations hereinafter being referred to as the Respondent), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other Respondents, or with any official of the **Member Agency**, or any employee thereof, or any person, business or corporation under contract with the **Member Agency** whereby the Respondent, in order to induce the acceptance of the foregoing bid by the **Member Agency**, has paid, or is to pay to any other Respondent, or to any of the aforementioned persons, anything of value whatever, and that the Respondent has not, directly nor indirectly entered into any arrangement, or agreement, with any other Respondent or Respondents which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing bid.
2. This is to certify that the Respondent, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
3. This is to certify that neither I, nor to the best of my knowledge, information and belief, the Respondent, nor any officer, director, partner, member or associate of the Respondent, nor any of its employees directly involved in obtaining contracts with the **Member Agency**, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
4. This is to certify that the Respondent or any person on his behalf has examined and understands the terms, conditions, the scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the bid submittal.
5. This is to certify that if awarded a contract, the Respondent will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, the scope of work and specifications and other documents of this solicitation in the following pages of this bid.
6. This is to certify that the Respondent is authorized by the manufacturer(s) to sell all proposed products on a national basis.
7. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these bid forms.

Danielle Press

5680 Greenwood Plaza Blvd, Suite 550S

Authorized Representative (Please print or type)

Chief Growth Officer

Mailing Address

Greenwood Village, CO 80111

Title (Please print or type)

City, State, Zip



Signature of Authorized Representative

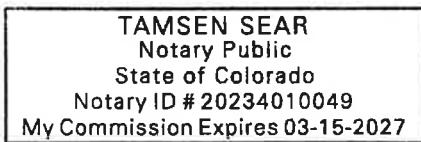
9/15/2025

Date

Solicitation Affidavit-Page 1 of 2

STATE OF Colorado
COUNTY OF Arapahoe

SUBSCRIBED AND SWORN TO before me this 16th day of September, 2025 by
Danielle Press.



Tamsean Sear
Notary Public
My Commission expires: 3/15/27
Notary ID: 20234010049

Solicitation Affidavit-Page 2 of 2

Acceptance of Solicitation & Contract

Instructions: PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Member Agency will provide a copy of the document to the Respondent.

PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	EverDriven Technologies, LLC.	Date	9/15/2025
Address	5680 Greenwood Plaza Blvd, Suite 550S	City, State Zip	Greenwood Village, CO 80111
Contact Person	Danielle Press	Title	Chief Growth Officer
Authorized Signature		Title	Chief Growth Officer
Email	everdriven@everdriven.com	Phone	877.225.7750

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2027 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

Awarding Agency _____

Authorized Representative _____

Authorized Signature _____

Awarded this	day of	Contract Number
Contract to commence-check one (Member Agency to select)		<input type="checkbox"/> 3/1/2026 <input type="checkbox"/> Or

Exceptions & Deviations
AEPA 026-E
Student Transportation Solutions

Instructions

Use this form to submit any Exceptions or Deviations to any terms and conditions requested in this solicitation. Please use the numbering system in the solicitation to refer to the term or condition for which you are providing alternative language (you must provide alternative language, not simply reference to an item you do not agree to) AEPA reserves the right to accept, deny, or negotiate terms and conditions acceptable to both parties. If you have no Exceptions or Deviations, mark the "No" box in the appropriate space below with an "X".

This is a REQUIRED form that must be submitted with your response.

Company Information

Name of Company: EverDriven Technologies, LLC.

Company Address: 5680 Greenwood Plaza Blvd, Suite 550S

City, State, zip code: Greenwood Village, CO 80111

Title: Danielle Press, Chief Growth Officer 

Phone: 877.225.7750

Email: everdriven@everdriven.com

Exceptions & Deviations

Instructions:

1. Mark "No" or "Yes" with an "X" below.
2. If "yes" is marked with an "X" below, insert answers into the form shown below, providing narrative explanations of exceptions. (To insert more rows, hit the tab key from the last field in the last row and column.)
3. If adding pages, the company name and identifying information as to which item the response refers must appear on each page.
4. Exceptions and Deviations to local, state or federal laws cannot be accepted under this solicitation.

	No , this respondent does not have exceptions to the Terms and Conditions or Specifications incorporated in Parts A and/or B of this solicitation.
X	Yes , this respondent has the following exceptions to the Terms and Conditions or Specifications incorporated in Parts A and/or B of this solicitation.

Document Name	Section Name, Page Number, & Outline Number	Term and Condition or Specification	Exception or Deviation Alternative Language
PART B - AEPA General Terms and Conditions	Page 11	Indemnification	Please see the following pages.
PART B - AEPA General Terms and Conditions	Page 11-12	Insurance	Please see the following pages.
PART B - AEPA General Terms and Conditions	Page 15	Order of Precedence	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 2	Arkansas Workers Compensation Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 2	General Liability & Auto Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 4	Disclaimer of Liability	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 8	Marketing and Advertising Under This Agreement	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 31	Marketing	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 33	Additional Member Agency General Terms and Conditions that apply for all categories	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 43	Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 44	Procedure for Contract Award, Notification and Processing Orders	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 71-72	Indemnification	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 72	Intellectual Property Offeror	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 72-73	Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 93	Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 93	Ordering Methods	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 95	Ohio Workers Compensation Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 97	General Liability & Auto Liability Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 145	West Virginia Workers Compensation Insurance	Please see the following pages.
PART C - AEPA Member Agency (State) Terms and Conditions	Page 146	Audit	Please see the following pages.



PART B – AEPA General Terms and Conditions

II General Terms and Conditions for All Agencies

Page 11

Indemnification: Vendor Partner will indemnify, defend and save harmless AEPA, its Members, Participating Entities, its employees from any and all claims, demands, suits, proceedings, loss, cost and damages of every kind and description, including any attorney's fees and/or litigation expenses, which might be brought or made against or incurred by AEPA, its Members, Participating Entities, its employees on account of loss or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act of negligence, omission, professional error, fault, or mistake, or negligence of Vendor Partner, its employees, agents, representatives, or Subcontractors, their employees, agents, or representatives in connection with or incident to the performance of this agreement, or arising out of worker's compensation claims, unemployment compensation claims, or unemployment disability compensation claims of employees of Vendor Partner, and/or its Subcontractors or claims under similar such laws or obligations. Vendor Partner's obligation under this section will not extend to any liability caused by the sole negligence of AEPA, its Members, participating Entities, its employees. The liability of AEPA, its Members, Participating Entities, or its employees will be subject in all cases to the immunities and limitations of Nevada or the AEPA Member Agency's state laws.

Page 11-12

Insurance: Prior to executing a contract with the AEPA Member Agency or a Participating Entity under this solicitation, if required, the Vendor Partner must procure, maintain and provide certification from insurer(s) for minimal coverage during the life of any resulting contract/agreement, to include but not limited to comprehensive public and/or commercial liability, errors and omissions, ~~-workman's compensation, unemployment~~ and other insurance coverage required by and applicable to each AEPA Member Agency state's statutes and federal laws in which proposed products and services will be offered and provided. Evidence of the required insurance for each of those AEPA Member Agencies' state, who indicated an interest in participating in this solicitation, identified in Part A Specifications by providing written evidence and/or documentation from your insurer(s) indicating your firm has in place the type and amount of coverage required by each of the states. The Bidder has the sole responsibility to conduct and perform the necessary research to make themselves aware of and to understand each state's requirements.

Page 15

Order of Precedence: In the event a conflict occurs the following order of precedence must prevail:

1. Vendor Partner's submitted exceptions
2. Member Agency specific terms and conditions
3. Specifications and scope of work
4. General terms and conditions
5. Attachments and exhibits
6. Documents referenced or included in the solicitation.



PART C – AEPA Member Agency (State) Terms and Conditions

AEPA Solicitation #026

Note: Exceptions apply to states that (1) have opted in and (2) can currently be serviced by EverDriven. If a state opts in mid-term or if regulatory changes occur, EverDriven reserves the right to negotiate terms and conditions before initiating service.

1. ARKANSAS-Southwest Arkansas Education Cooperative

A. General Terms and Conditions that apply for all Categories:

Page 2

3. Arkansas Workers Compensation Insurance

Contractor ~~and any subcontractors hired by Contractor~~ shall, at their own expense, maintain in force for the duration of the project workers' compensation and employer's liability insurance as required by the laws in the State of Arkansas

4. General Liability & Auto Liability Insurance

Consistent with and supplementing the "insurance" clause in AEPA's "General Terms and Conditions for All Agencies," a Vendor Partner must procure before commencement of the work/contract, maintain until completion of the work/contract, and provide certificates of insurance for general liability insurance and auto liability insurance with limits of at least \$3 million per occurrence. The Participating Entity must be named as an additional insured under the Vendor Partner's general liability insurance and auto liability insurance. Any Subcontractor of the Vendor Partner shall carry in full effect, General Liability Insurance and Automobile Liability Insurance ~~must meet these same requirements~~.

Please note: EverDriven's subcontracted drivers maintain personal insurance policies with limits of \$1 million Auto and \$3 million Auto per accident. In addition, EverDriven's insurance policy extends to all subcontracted drivers, ensuring coverage up to \$3 million per occurrence.

Page 4

Additional Member Agency General Terms and Conditions:

Disclaimer of Liability: No provision of this contract will be given effect that attempts to require the State of Arkansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts of negligence or omissions.

2. CALIFORNIA - -Monterey County Office of Education d/b/a CalSAVE

Page 8

8. **Marketing and Advertising Under This Agreement**

- Insert the approved CalSave logo and web address on any Awarded Vendor's website promoting the Contract or a specific CalSave landing page and providing a link to the CalSave website.



EverDriven requests to reserve the right to insert CalSave logo and web address on Vendor website at their sole discretion.

10. KANSAS-Southeast Kansas Education Service Center (SEKESC) (Greenbush)

Page 31

Marketing

- Awarded Vendor will proactively market the awarded contract to all eligible entities. The SEKESC will enhance the Awarded Vendor's marketing efforts through communication and meetings with eligible entities, participation in marketing events and tradeshows, through its website and social media resources and through day-to-day customer support activities.
- Awarded Vendor will train its professional staff and sales force in the provisions and benefits of the awarded contract. The SEKESC will enhance such effort by providing joint training and participating in joint sales calls as needed.
- The SEKESC and Awarded Vendor will jointly design presentations, documents, and other promotional material to assist in the promotion of the awarded contract.

• ~~Awarded Vendor will include the SEKESC (Greenbush) logo on all sales materials targeted to eligible entities for the awarded contract.~~ The SEKESC hereby grants to Awarded Vendor a non-exclusive, revocable, non-transferable, permission to use the SEKESC (Greenbush) name and logo during the term of this Agreement. Likewise, during the term of this agreement, the Awarded Vendor grants the SEKESC (Greenbush) permission to reproduce their name and logo in connection with marketing and promotion of the awarded contract.

11. KENTUCKY-Green River Regional Educational Cooperative (GRREC)

Page 33

Additional Member Agency General Terms and Conditions that apply for all categories

The Green River Regional Educational Cooperative, Inc. (GRREC) is one of eight educational cooperatives in Kentucky, all of which are participants in the AEPA bids. GRREC serves as contact agency for all AEPA correspondence for all eight educational cooperatives. For the Kentucky Educational Cooperatives, the collective bidding process is conducted consistent with KRS Chapter 45A, the Kentucky Model Procurement Code. Contracts with GRREC shall include the provision granting GRREC employees the right to access to the Contractor's records related to this bid.

14. MINNESOTA-Cooperative Purchasing Connection (CPC)

Page 43

4. Insurance:

The Vendor shall purchase, maintain, and provide certification from the insurer for minimal coverage during the life of an awarded contract, to include, but not limited to, comprehensive public and/or commercial liability, errors and omissions, workman's compensation, unemployment, and other insurance coverage required by and applicable to each of CPC's individual state's statutes and federal laws which proposed products and services will be offered and provided.

Page 44

5. Procedure for Contract Award, Notification and Processing Orders
d. Ordering Methods.

ii. ~~Participating agencies may use two (2) different methods of placing orders from the resulting contract: Purchase Orders (PO's) and procurement cards. The method of payment is at the discretion of the participating agency. Additional surcharges for the use of a procurement card must be clearly outlined.~~

EverDriven does not accept procurement cards. We take check and ACH payments only.

19. NEW MEXICO-Cooperative Educational Services (CES)

Page 71-72

Indemnification: To the fullest extent permitted by law, Offeror shall, defend, indemnify and hold harmless CES, its Members, its Participating Entities, its officers and employees, against any and all liability, claims, demands, actions, damages, losses, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, government action and all expenses, including attorneys' fees and litigation expenses, demands or expenses asserted by a third-party, caused by, or resulting from, Offeror's and/or its employees, negligent act(s) or omission(s) while Offeror, and/or its employees, perform(s) or fails to perform its obligations and duties under any agreement entered into as a result of this solicitation or acts or omissions occurring outside of said agreement. Any equipment or facilities damaged by Offerors' operation shall be repaired and/or restored to their original condition at Offerors' expense. Offeror shall at all times during the life of the contract entered into as a result of this solicitation keep in force the minimum liability insurance limits as outlined in this solicitation. Failure to maintain current coverage in the amounts stated may result in termination of any agreement entered into as a result of this solicitation CES shall be named as an additional insured ~~eo-insured~~ on the insurance policy and the policy shall provide that the policy cannot be modified or cancelled without the approval of CES. "This provision shall survive any termination of any Agreement entered into as a result of this solicitation Offeror will promptly advise CES in writing of any action, administrative or legal proceedings or investigation as to which defense and indemnification shall apply."

Page 72

Intellectual Property Offeror: Offeror will retain ownership of its pre-existing Intellectual Property (IP), including any that may be incorporated into the Contract IP, provided that Offeror informs CES or the CES Member/Participating Entity in writing before incorporating any pre-existing Intellectual Property into any Contract IP. Offeror hereby grants to CES or the CES Member/Participating Entity a perpetual, irrevocable, royalty-free worldwide right and license (with the right to sublicense), to freely use, make, have made, reproduce, disseminate, display, perform, create derivative works based on such pre-existing Intellectual Property as may be incorporated into the Contract IP or otherwise provided to CES or the CES Member/Participating Entity in the course of performing under any contract resulting from this solicitation.

Please note that EverDriven maintains pre-existing IP in the form of Proprietary software.

Insurance:

3. Umbrella: \$1,000,000. The Offeror will name CES and the CES Member or Participating Entity as an additional insured ~~co-insured~~ up to the limits required by New Mexico Statues. ~~Additional punitive damages liability to \$500,000 will be provided naming CES as co-insured.~~
4. Comprehensive Vehicle Liability Insurance, for both owned and non-owned vehicles, shall be one million dollars (\$1,000,000) per occurrence combined single limit for both personal injury and property damage.
5. In addition, Offeror must provide, upon request, identical certification of insurance to any CES Member or Participating Entity using this contract. Prior to commencing any work, any subcontractor must procure and maintain at its own expense until final acceptance of the work, insurance coverage in a form and from insurers acceptable to the prime contractor. ~~All subcontractors will provide workers' compensation insurance, which waives all subrogation rights against the prime contractor and CES Member or Participating Entity.~~

21. NORTH DAKOTA-North Dakota Educators Service Cooperative (NDESC)

Page 93

4. Insurance

The Vendor shall purchase, maintain and provide certification from the insurer for minimal coverage during the life of an awarded contract, to include, but not limited to, comprehensive public and/or commercial liability, ~~errors and omissions~~, workman's compensation, ~~unemployment~~, and other insurance coverage required by and applicable to each of NDESCs individual state's statutes and federal laws which proposed products and services will be offered and provided. Any required insurance that is canceled before the expiration date of the contract agreement, the Vendor issuing company will send immediate notice to NDESC.

5. Procedure for Contract Award, Notification and Processing Orders

d. Ordering Methods

~~i. Participating agencies may use two (2) different methods of placing orders from the resulting contract: Purchase Orders (PO's) and procurement cards. The method of payment is at the discretion of the participating agency. Additional surcharges for the use of a procurement card must be clearly outlined.~~

EverDriven does not accept procurement cards. We take Check or ACH payments only.

22. OHIO-Ohio Council of Educational Purchasing Consortia (OCEPC)

Page 95

5. Ohio Workers Compensation Insurance

Contractor, ~~and any subcontractors hired by Contractor~~ shall, at their own expense, maintain in force for the duration of the project workers' compensation and employer's liability insurance as required by the laws of the State of Ohio.

Page 97

14. General Liability & Auto Liability Insurance

Consistent with and supplementing the "insurance" clause in AEPA's "General Terms and Conditions for All Agencies," a Vendor Partner must procure before commencement of the work/contract,



maintain until completion of the work/contract, and provide certificates of insurance for general liability insurance and auto liability insurance with limits of at least \$1 million per occurrence. The Participating Entity must be named as an additional insured under the Vendor Partner's general liability insurance and auto liability insurance. ~~Any Subcontractor of the Vendor Partner must meet these same requirements.~~

29. WEST VIRGINIA-Mountain State Educational Services Cooperative

Page 145

4. West Virginia Workers Compensation Insurance

~~Contractor, and any subcontractors hired by Contractor~~ shall, at their own expense, maintain in force for the duration of the project workers' compensation and employer's liability insurance as required by the laws of the State of West Virginia.

Page 146

8. Audit

Member Agency may audit and inspect Contractor's records and accounts related to this bid at any time during the Contractor's performance of the services and for a period of two (2) years following the completion or termination of the services for the purpose of verifying any invoice and underlying documentation presented by Contractor, it being understood that Contractor agrees to preserve all such documents through such two- (2) year period.



EverDriven & AEPA Y1 Joint Marketing Plan

A partnership that expands access to safe, equitable
student transportation to all those we serve

First 3 Months: Awareness & Alignment

Joint Messaging: Co-branded launch press release and aligned messaging toolkit for AEPA members

Public Relations: National and regional PR campaign highlighting EverDriven as AEPA's exclusive transportation partner

Sales Enablement: AEPA + EverDriven specific pitch decks, one-pagers, and FAQs distributed to both selling teams

Digital Footprint: Presence on EverDriven.com and AEPACoop.com

Events: Joint sponsorship of surround event at 1–2 priority education events/trade shows

Inside Sales Support: Targeted outreach campaigns to districts in initial AEPA states where EverDriven is already active

6-9 Months: Engagement and Proof Points

Joint Messaging: Develop a co-branded case study with early adopter districts to showcase impact

Thought Leadership: Co- host and co-publish a webinar and a whitepapers or study on student transportation equity and efficiency

Incentives: Introductory offers or rebates for districts adopting transportation services through AEPA; can also consider for internal team activation

Events: 2-3 Regional AEPA member workshops/lunch n learn with district leaders, supported by EverDriven experts

Inside Sales Support: Expand call campaigns to additional AEPA states; align with AEPA's regional reps to co-sell

9-12 Months: Scale and Long-Term Adoption

Market-Specific Engagement: Targeted campaigns by state leveraging local success stories

Joint Thought Leadership: Right Ride interview series featuring AEPA leaders and districts

Public Relations: Trade publication placements showcasing measurable district outcomes

Sales Enablement: Refreshed materials with metrics from first districts served under AEPA

Events: Joint sponsorship of 1 national education or transportation leadership summit; Sponsorship of AEPA annual event



Plan Summary

Together, AEPA and EverDriven will expand access to safe, equitable student transportation to all those we serve.

www.everdriven.com | www.aepacoop.org



ARTICLE 2. EQUAL OPPORTUNITY AND COMMITMENT TO DIVERSITY

2.01. Equal Employment Opportunity (EEO)

- a. The Company practices and promotes equal opportunity for all employees and applicants in all aspects of employment. It is our firm belief that strength is drawn from the diversity of our employees. The Company will not discriminate on the basis of any classification or characteristic that is protected based on an employee's work location, such as race (including traits historically associated with race, such as hair texture and protective hairstyles), religion (including religious dress and grooming practices), color, sex (including pregnancy, childbirth, breastfeeding and/or related medical conditions), sexual orientation, reproductive health decision-making, national origin (including language use restrictions), ancestry, citizenship status, uniformed service member or veteran status (including Civil Air Patrol status), marital status, age, medical condition (genetic characteristics, cancer related), genetic information (including genetic testing), physical or mental disability (including HIV and AIDS), possession of sickle cell trait, gender, gender identity, gender expression or any other category protected by applicable law ("protected characteristics"). We apply these principles in all matters concerning hiring, training, promotions, transfers, compensation, layoffs, benefits, and treatment on the job. Your understanding and support of our fair employment practices will enable us to continue to make our Company an outstanding place to work.
- b. Employees with questions or concerns about discrimination in the workplace should bring these issues to the attention of their manager, HR, or any member of management, including the CEO of the Company. Employees can raise concerns, report problems, or make complaints without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination or retaliation for raising concerns about discrimination will be subject to corrective action, up to and including termination.

2.02. Commitment to Diversity

- a. The Company is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the business and are valued for their skills, experience, and unique perspectives. This commitment is embodied in company policy and the way we do business at the Company and is an important principle of sound business management.

RFP #O26 - E Student Transportation Solutions

Association of Educational Purchasing Agencies

September 16, 2025



Table of Contents

- p3 Cover Letter**
- p5 About EverDriven**
- p11 Our Commitment to Safety**
- p22 The Team Behind the Trips**
- p28 The Technology Behind the Team**
- p35 Our Pricing Model**

September 16, 2025

Association for Educational Purchasing Agencies (AEPA)

Attn: Selection Committee | Re: 026-E Student Transportation Solutions

To the AEPA Evaluation Committee,

Thank you for the opportunity to submit EverDriven's proposal in response to AEPA's RFP 026-E Student Transportation Solutions. We are excited about the possibility of beginning a new partnership with AEPA and its member agencies to provide safe, reliable, and cost-effective student transportation solutions nationwide.

At EverDriven, we believe student transportation is not just about logistics—it is about equity, safety, and ensuring access to education for every child. **For more than 20 years, we have been the nation's most experienced provider of alternative student transportation, exclusively focused on this transportation model.** Today, EverDriven partners with more than 700 districts across 36 states, executing thousands of trips every day. **99.99% of 2+ million trips we delivered last school year were accident-free, demonstrating our unwavering commitment to safety and reliability.**

A partnership with EverDriven brings AEPA members the following benefits:

Safety First, Always. Our safety program exceeds industry standards with ongoing national and state background checks, sex offender registry checks, motor vehicle record checks, and proactive drug and alcohol testing for drivers and monitors. All personnel are trained through our comprehensive EverDriven Education Course, ensuring consistency, care, and compliance. For us, safety is not simply a regulation—it is our promise.

Consistent, Trustworthy Drivers. We assign consistent drivers and monitors to each student whenever possible, fostering trusted relationships that reduce behavioral issues, improve attendance, and create stability for students and families, all without additional cost to district partners.

Cost-Effective Transportation Solutions. Our per-route pricing model is transparent and efficient, enabling districts to manage costs effectively. Base trip fees include pickup, consistent driver assignment, and compliance requirements such as background checks and testing. Mileage, special equipment, and monitors are the only additional line items, ensuring districts can easily forecast and control expenses.

Technology-Enabled Visibility. EverDriven's state-of-the-art technology suite includes the District Portal for management and reporting, the VIP app for live trip tracking by parents and staff, and the Driver app for pre-trip inspections, GPS activation, and student-specific notes. Telematics systems monitor and coach driver behavior in real time, and our optional AI-driven camera solutions provide secure, encrypted video for enhanced visibility and accountability.

Human-Led, Locally Supported. While we operate nationally, we never lose sight of personal, local service. From pre-trip introductions with families to ongoing support from our local Field Operations, Routing, and Compliance teams, we are hands-on partners in the communities we serve—combining the scale of a national presence with the care of a local provider.

Adaptability to Evolving Regulations. EverDriven consistently meets and exceeds state and federal requirements, and we are well-positioned to help AEPA members navigate future regulatory changes without disruption.

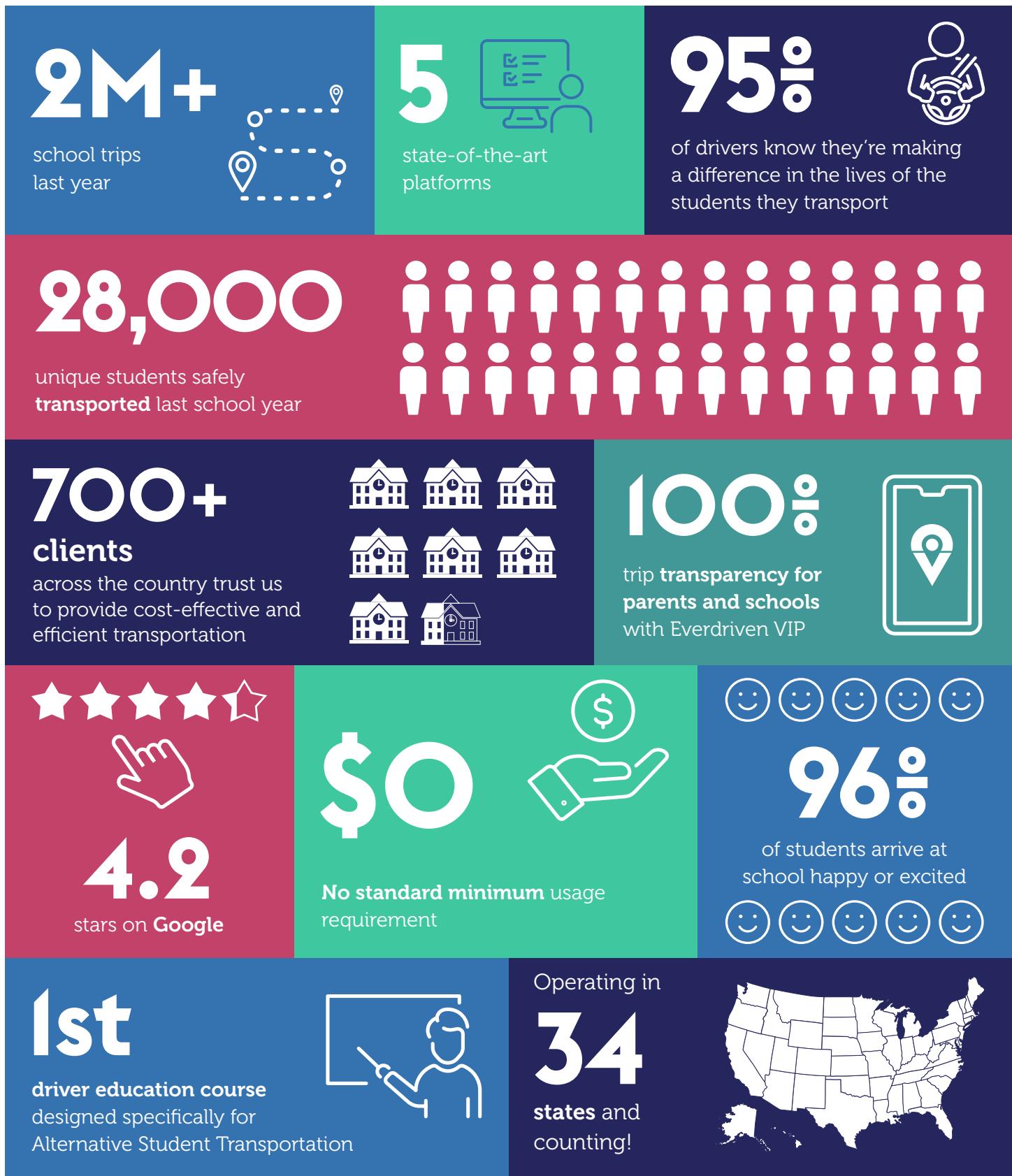
We look forward to building a strong, long-term partnership with AEPA, one that delivers unmatched safety, visibility, and reliability to its member districts. Thank you for your consideration, and please don't hesitate to reach out with any questions.

Sincerely,



Danielle Press, Chief Growth Officer
dpress@everdriven.com

EverDriven by the Numbers





About EverDriven

- Who We Are and What We Do
- How We Do It
- Company History
- Where We Operate
- References
- Industry Associations
- Our Impact

About EverDriven

Who We Are and What We Do

As the pioneer of the Alternative Student Transportation solution, EverDriven is the industry leader in providing alternative student transportation in small capacity vehicles to districts nationwide. **Every day, EverDriven coordinates thousands of student trips across the country.** But what really sets us apart is our understanding of each student's unique needs and our ability to match them with the right driver and vehicle to set them up for a successful day at school. We provide students a **safe and consistent driver** for their transportation to school - all at no added cost to our district partners.

Our mission is to open doors to a brighter future for every student, every community, every day - one ride at a time.

Fulfilling our mission wouldn't be possible without the dedication of our team. We pride ourselves on working with our district partners at every turn to ensure staff, students, and families have the best possible experience. Operating with the highest standard of safety, care, and customer service is why we are the leaders in alternative transportation.

EverDriven's Alternative Student Transportation model is a solution for school districts struggling to provide transportation to students. Some student populations with specialized transportation needs aren't well-suited for bus transportation. Students experiencing housing insecurity, those with IEPs, or out-of-district students may need more flexible or customized options. By using small-capacity vehicles to supplement buses, we can scale to meet each student's needs and every district's evolving demand.

The Alternative Student Transportation model is designed to ensure that every student can access their education safely and comfortably. In addition to general population students, EverDriven serves the following students:



ESSA Student Populations

We offer route flexibility for McKinney-Vento and Foster Youth with varying drop-off and pick-up locations.



Students with Special Needs

We complete needs assessments and provide appropriate safety equipment, monitors, and vehicles.



School of Choice Programs

EverDriven efficiently transports students to and from specialty schools and programs.



Early Childhood Education Programs

EverDriven offers a familiar environment and additional support with car seats and boosters.



Rural/Out-of-District Students

EverDriven conquers geographical challenges to ensure that education is always within reach.

How We Do It

EverDriven's Alternative Student Transportation solution can be customized to meet the needs of the district. Our experts work with districts to build tailored transportation solutions that address partners' needs and provide best-in-class technology. Our solution gives full transparency and transportation management capabilities.

Our business model begins with highly reputable local service providers. We contract with trusted transportation partners who supply thoroughly vetted drivers, monitors, and vehicles that meet students' needs. These providers are supported by EverDriven's safety policies, expert support teams, and best-in-class technology to create a reliable and safe transportation solution for districts and the students they serve. Please see specifics below.



Safety Protocols

Safety is our top priority. We implement rigorous measures to ensure every child arrives at their destination safely. All drivers undergo comprehensive background checks and receive best-in-class training to ensure they are prepared to meet the needs of every student. In addition, drivers complete pre-service drug and alcohol testing and are enrolled in a consortium that administers ongoing testing, including annual, random, reasonable suspicion, and post-accident screenings.



Support Teams

Complete customer service requires collaboration among EverDriven's Student Monitoring & Tracking, Routing & Optimization, Field Operations, and Business Development teams. These teams work together to deliver exceptional service to districts every day through consistent communication and by incorporating feedback to strengthen partnerships.



Efficient Routing

Our proprietary routing technology allows us to efficiently route students and quickly adapt as district needs evolve. With in-depth route analysis and turnkey solutions, districts can ensure students receive dependable and efficient transportation.



Drivers

We coordinate thousands of student trips a day across the country. As the safest alternative transportation provider on the road, we make sure drivers meet or exceeds EverDriven, state, and district requirements.



Vehicles

EverDriven utilizes a combination of sedans, SUVs, minivans, and wheelchair-accessible vehicles to transport students with unique needs. Vehicles can be equipped with safety features such as wheelchair ramps, car seats, and safety vests to ensure students arrive at school safely.

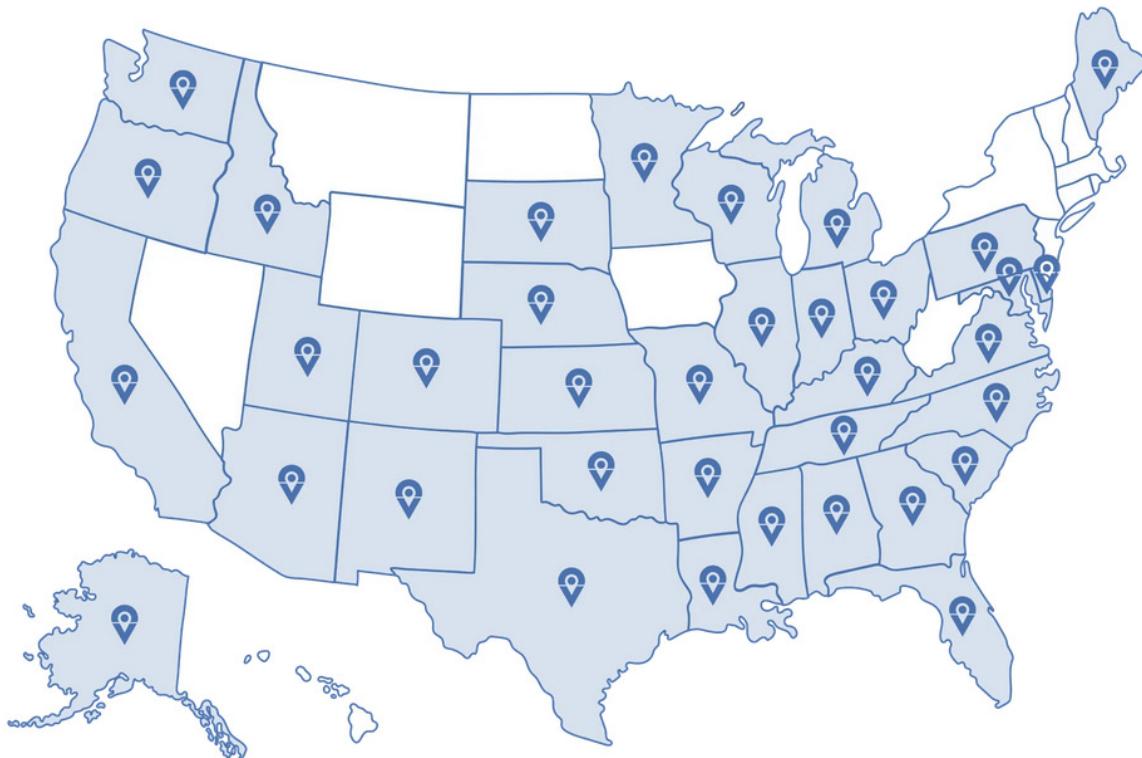
Company History

Since its founding in the early 2000s in California, EverDriven's mission has been to enable access to education for the most vulnerable students. Our founders recognized the opportunity to provide safe, best-in-class transportation for students with unique transportation needs, and the organization has since grown to partner with more than 700 school districts nationwide.

As the leading provider of alternative student transportation, EverDriven sets the standard for exceptional service and safety in the industry. Innovative technologies, combined with dedicated teams, empower us to provide safe and reliable transportation to thousands of students every day.

Where We Operate

EverDriven provides safe student transportation for hundreds of school districts and thousands of students every day. We currently operate in 36 states and Washington, D.C., and we're growing.



EverDriven is in 36 states

“ I love my kids' transportation. Very helpful and communicative. It has been a pleasure to be with this company and they are always on time with my kids. **”**

Frances Montoya, Parent

“ Our district is just starting out with this company and usually that is the worst time, but EverDriven has exceeded our expectations, and our parents are very happy with this company! **”**

Rebecca Castillo, School District

“ By partnering with EverDriven, we are able to provide a safe, reliable, and consistent transportation service for our students needing additional support without impacting home>school>home transportation of our district routes. The EverDriven team is committed to providing a timely response to our requests and superb customer service. In a world where all school districts are feeling the hit of reduced bus drivers, EverDriven has come to the rescue! **”**

Betsy Burris, School District

Industry Associations

EverDriven is active in the student transportation industry. In addition to over 40 state-specific memberships, we partner with the following three national organizations to help educate on all things alternative transportation:



Operational Reliability and Performance

Getting students to school safely and on time goes beyond logistics - it's all about consistency they can count on. Our local operations and client success teams are the key to EverDriven's reliability. With their support, we maintain operational excellence, which frees students and educators to focus on their responsibilities inside the classroom.

99.63% of scheduled trips were completed successfully, minimizing disruptions for students.

99.60% of trips ran smoothly with no concerns reported by families or districts.

90.24% of 2 million trips arrived within 5 minutes of the scheduled drop-off time.

*Statistics are taken from April 2024-March 2025

Our Safety Commitment to School Districts

With local teams in 35 states and tech-enabled innovation, we've built a modern student transportation solution that drives safety standards and safeguards students. In our industry, there are cost-first services, and there are safety-first services. EverDriven puts safety first, and we will never give up on our highest priority: protecting each of the students in our care.





Our Commitment to Safety

- Accelerating Safety Standards
- Selecting Qualified Service Providers
- Selecting Qualified Drivers & Monitors
- EverDriven Education Course
- Transporting Students with Special Needs
- Vehicle Standards & Requirements
- Reporting Procedures
- Driver Safety Policies

Our Commitment to Safety

Accelerating Safety Standards

We believe in providing equal access to education through safe transportation. Because of this, we hold our drivers, monitors, vehicles, and technology to the highest safety standard in the industry, and require all subcontracted drivers, monitors, and vehicles to become EverDriven Certified before they take their first trip. Read more about these requirements below.

The EverDriven Safety Commitment is the gold standard when vetting qualified subcontracted transportation partners, drivers, and monitors.



Drivers



All drivers need to satisfy up to 18 screening requirements, including:

- » Criminal background check
- » Pre-service and ongoing drug testing
- » Clean driving record
- » EverDriven SafeRide Education Course

Monitors



All Monitors satisfy up to 13 screening requirements, including:

- » Criminal background checks
- » Drug testing
- » EverDriven SafeRide Education Course



Vehicles

EverDriven is the only alternative student transportation company that requires vehicles to pass an EverDriven 50-point safety inspection, plus an inspection from a certified third-party mechanic.



Compliance

EverDriven technology adheres to the physical, administrative, and technical safeguards outlined in HIPAA to secure the protected health information of the students we transport.



Selecting Qualified Service Providers

Over the years, we've built a nationwide network of locally-owned service providers to help serve districts. These service providers are the backbone of our operations, and provide fully vetted drivers and vehicles to service EverDriven trips. **Prior to service, each service provider has provided EverDriven with proof of the following:**



Regulatory Compliance

Service providers must adhere to EverDriven Standards as well as any state, local, or district requirements for alternative transportation.



Vehicle Inspections

Every vehicle servicing EverDriven trips must undergo a thorough vehicle inspection. EverDriven is the only alternative transportation company that requires all vehicles to pass a 50+ point inspection conducted by our internal team and an annual third-party inspection.



Valid Business Credentials

Prior to partnership, each service provider must provide valid business registration in the state(s) of operation, and licenses as required by the states they are operating in. We monitor expiration dates to ensure our service providers are upholding compliance standards.



Proof of Insurance

Each service provider is required to list EverDriven as an additionally insured entity on their commercial auto liability policy. Our district partners are further protected under EverDriven's own commercial insurance policy.

Certifying Drivers & Monitors

EverDriven's Certification process ensures drivers and monitors servicing EverDriven trips are properly vetted and prepared to safely transport students with a variety of needs. We expect individuals servicing trips to uphold industry-leading safety and customer service expectations. Drivers are required to satisfy up to 18 requirements (up to 13 requirements for monitors). Each prospective driver and monitor must complete the following certification process:

1 Trusted Driver Selection

Drivers are selected by our trusted service provider partners.

2 Drug and Alcohol Screening

Prior to service, all drivers and monitors must pass an initial drug and alcohol screening from a third-party vendor. They also enroll in a drug and alcohol testing consortium, which tests drivers and monitors annually, at random, with reasonable suspicion, and post-accident. Being enrolled in a testing consortium provides a higher level of safety than a no-tolerance policy - any drug or alcohol concerns are addressed before an incident occurs, rather than after.

3 Background Checks

Drivers and monitors must satisfy up to 18 (or 13 for monitors) additional screening requirements prior to hire including: federal, state, and local background checks; county, state, and national criminal record check; sex offender registration check. These checks are continually performed throughout the year to ensure student safety.

4 Driver and Monitor Education

Selected individuals must successfully complete our proprietary Driver Education Course as well as any district-selected education course(s). By completing the Driver Education course obtaining any further state or district required certifications, we ensure our drivers and monitors are best prepared to service the needs of every student.

5 Vehicle Inspection (Drivers Only)

To achieve EverDriven Certification, each driver's vehicle must pass a 50+ point EverDriven inspection in addition to an inspection by a certified, third-party mechanic. Any needed repairs, mechanical or cosmetic, must be repaired and confirmed before the vehicle goes in service.

6 Initial Motor Vehicle Records (MVR) Check (Drivers Only)

EverDriven will secure an initial MVR review for an indication of safety and driving habits. MVR checks are performed on a continual basis to ensure that drivers are practicing safe driving and following road rules. Drivers with three infractions in the past three years are automatically disqualified from service.

Monitors

We know that some students need an additional level of care and may require the use of a monitor or aide. When working with us, districts have the flexibility to source and provide monitors, or partner with EverDriven to locate, educate, and coordinate monitors the same way we do our drivers. (EverDriven will provide monitors with a fee.)

Substitute Drivers

EverDriven knows the importance of consistency for students, **which is why we strive to provide students with the same driver and vehicle, every day**. Similar to having a substitute teacher, a different driver each day can be a distraction or unexpected interruption to the students that we transport. Providing a consistent driver builds trust and comfort with students and families, while setting up students for a productive day of learning at school.

There will be some instances where an assigned driver is unable to make the trip due to illness or vacation, and a substitute driver will be deployed for the day. To ensure the same level of service and safety, substitute drivers undergo the same screening and compliance requirements as the student's regular driver. As soon as our Student Monitoring and Tracking (SMT) team is notified that a regularly scheduled driver is unavailable for a route, they work quickly to match the unique needs of the student with a new driver and vehicle. Once this assignment is secured, EverDriven provides timely notification with updated driver and vehicle information to the appropriate points of contact, as well as to the student's parents or guardians.

EverDriven Education Course

Safety will always be our #1 priority. Because of this, we have partnered with the School Bus Safety Company to design and implement a first-of-its-kind, comprehensive safety course specific to EverDriven's Alternative Student Transportation offerings. **Prospective drivers and monitors must complete over four hours of education** to help them understand EverDriven's operational protocol and them the expected, high level of safety to be provided for their passengers. To pass the course and become Certified, drivers and monitors must pass a 40-question final exam.

The course is divided into the following six learning modules:

Introduction to EverDriven



- » Company Introduction: EverDriven's History, Mission, and Values
- » The EverDriven Safety Commitment: The Driver/Monitor's Role in Keeping Students Safe
- » EverDriven Guidelines: The Driver/Monitor's Operational Protocols and Procedures
- » EverDriven Tools and Technology: Driver App, VIP App, District Portal, Service Provider Portal

Safety Best Practices



- » Safety Basics: Unsafe Conditions vs. Unsafe Behaviors
- » Safety Management: Identifying and Mitigating Hazards
- » Industry Best Practices: Safety Protocols Specific to alternative student transportation

Defensive Driving and Additional Safety Practices



- » The Four Driving Principles of Safety™: Look Ahead, Look Around, Leave Room, Communicate
- » Safety Scenarios: Removing or Greatly Reducing Risk While Driving
- » Unsafe Conditions: Navigating Adverse Driving Conditions

Understanding the Needs of the Students



- » Passenger Overview: The Types of Students We Transport
- » Individualized Needs: Unique Student Needs and Overcoming Potential Transportation Challenges
- » Student Communication: How to Best Interact with Each Student and their Guardians
- » Passenger Safety: Adjusting Safe and Comfortable

Safety Equipment



- » Obtaining Equipment: How/Where to Get Requested Equipment
- » Equipment Types: Identifying Types of Equipment and How They Protect the Student
- » Installing Equipment: Properly Installing Equipment to Ensure Student Safety

Loading and Securing Wheelchairs



- » Manual Transfer: Safely Moving a Student from Their Chair to Car Seat
- » Lifts and Ramps: Properly Using Wheelchair Lifts and Ramps
- » Securing Mobility Devices: Loading and Securing Wheelchairs

Transporting Students with Special Needs

EverDriven is the most experienced provider in the alternative transportation space, having over 20 years of experience transporting students with special needs exclusively in the alternative transportation model.

Because of this deep well of experience, we have developed a thorough understanding of the importance of adjusting to each student's unique needs and matching them with the right driver and vehicle to set them up for a successful day at school. Alternative transportation plays a crucial role in ensuring that students with special needs have equal access to education and related services, and our education course ensures drivers and monitors are confident in their ability to safely transport students with unique needs. **We cover the following topics throughout the course:**

- » An overview of IDEA, IEPs, 504 plans, ESSA and the McKinney-Vento Act
- » Types of disabilities and addressing potential transportation challenges
- » How to make each student feel safe and comfortable
- » Best practices for communication/interaction with students with special needs
- » The importance of committing to a routine
- » Accessing passenger notes provided by guardians and/or district staff
- » De-escalation techniques
- » Proper securement of students
- » Loading/unloading students and their specialized equipment
- » Proper securement of mobility devices

Vehicle Standards and Requirements

We not only have high standards for our drivers and monitors, but also for the vehicles they drive. Prior to transporting any student, all vehicles must pass a 50+ point EverDriven vehicle inspection as well as an annual inspection by a certified third-party mechanic. Our service provider partners arrange all vehicle inspections and are required to abide by the maintenance schedule provided by the vehicle manufacturer. EverDriven has access to the pre-service mechanical inspection results prior to servicing any trips in addition to manufacturer maintenance scheduled service upon request. We ensure any necessary repairs have been completed before a vehicle hits the road.

You can find a copy of the EverDriven Vehicle Inspection & Approval form on the following page.



Quality Checks

Our field operations teams complete EverDriven Quality Checks at random every day. Checking for things like cleanliness, comfort, obvious visual damage, and ensuring that vehicles are free of odors helps ensure students are in a safe and comfortable environment. These checks are completed to ensure that students are not only being transported safely, but also in comfort.

While the responsibilities for state-mandated vehicle inspections and maintenance are controlled at the service provider level, EverDriven provides close oversight and quality checks. If a vehicle does not pass a quality check for any reason, the vehicle is removed from service, and drivers are instructed to immediately remedy the issue.



Compliance Policies

In coordination with our internal compliance team, our **Document Integrity Group (DIG) utilizes industry-leading best practices and technology to confirm service providers, drivers, and vehicle records are up to date and compliant with all EverDriven, state, local, and district requirements specific to student transportation.** Technology systems and compliance staff work continuously to track upcoming expirations or changes to required documents (licenses, insurance, certifications, etc.). Failure to renew or secure a required document by the expiration date results in a suspension of status, and drivers or monitors are not permitted to service district trips until proper documentation has been provided.



Vehicle Inspection & Approval Form

Driver/Subcontractor Name:		MDD (if applicable):	
Make:		Model:	Year:
Plate #		Fuel Type (Check One)	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other
VIN #			Vehicle Type (Check One) <input type="checkbox"/> Van <input type="checkbox"/> Sedan <input type="checkbox"/> SUV <input type="checkbox"/> Other
Vehicle Color			Reason for Insp <input type="checkbox"/> Initial <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> Random <input type="checkbox"/> Incident/Accident/Complaint

General Attributes Check All that Apply: Car Seat (Infant) Car Seat (Toddler) Safety Vest Buckle Guard Barrier Dash Cam

Exterior Front	Pass	Fail
Headlights High/Low		
Turn Signals		
Horn		
Wipers		
Exterior Rear	Pass	Fail
Turn Signals		
Taillights		
Break Lights		
Emergency Flashers		
License Plate Light		
Reverse Lights		
Muffler		
Exterior General	Pass	Fail
Windshield & Windows		
Side Mirrors		
Tire Tread		
Body Damage		

Interior	Pass	Fail
Heater		
AC		
Defroster		
Rear View Mirror		
Dome Light		
Seat Condition		
Carpet Condition		
Gen. Appearance		
Steering Play		
Brake Pedal Resistance		
Emergency Brake Check		
Seat Belts		
Door Locks and Handles		
Child Locks (Doors)		
Child Locks (Windows)		
Instrument Panel		
Emergency Equipment		

Seating Capacity
Ambi:
(Exclude Driver)

Ramp Equipment	Pass	Fail
<input type="checkbox"/> Side Loading <input type="checkbox"/> Rear Loading		
Ramp touches floor when open		
Ramp straight not bent		
Safety Cable		
Safety tape on ramp		
Safety tape on ramp door		
56" Door Opening Height		
1" : 12" Slope Ratio		

Lift Equipment	Pass	Fail
<input type="checkbox"/> Side Loading <input type="checkbox"/> Rear Loading		
Stop Switch Operational		
Verify Manual Crank		
Safety Strap		
Safety tape on lift		
Level during lift operation		
56" Door Opening Height		
Lift is 30" wide		

WC Capacity
Securements
7 Straps (Points)
4 Floor
2 Waste
1 Shoulder
Hands on Testing
<input type="checkbox"/> Pass <input type="checkbox"/> Fail

Inspected By:	Date Inspected
---------------	----------------

Failed Items	Re-Inspected By	Date	Pass / Fail

Reporting Procedures

EverDriven drivers and monitors have been educated on how to avoid incidents and accidents when in transit with students. Should an accident or incident occur, they are to follow the protocol outlined in our EverDriven Guidelines.



Incidents

EverDriven defines an incident as anything that occurs during service that a driver or service provider reports. Examples of incidents can include service and safety concerns. If an incident occurs while servicing an EverDriven trip, the following steps will be taken:

- » The driver reports the incident immediately to EverDriven dispatch as soon as the trip is complete and it's safe to do so.
- » EverDriven logs the incident. The driver submits a formal statement for our records in order to confirm details and timelines.
- » Field Operations reviews the report, suspends the driver for 24-48 hours, and conducts an internal investigation. Districts receive a written statement regarding the incident within 24 hours.



Motor Vehicle Accidents

We define an accident as instance when an EverDriven contracted vehicle contains passengers and strikes an object or another vehicle. If involved in an accident while servicing an EverDriven trip, drivers will:

- » Pull over to the nearest safe area away from traffic.
- » Check passengers for injuries. If there are injuries to any passengers or damage to the vehicle, the driver will immediately call 911.
- » Report the accident immediately to EverDriven Dispatch through EverDriven Driver.
- » Drivers will not allow any passengers to be picked up prior to speaking with EverDriven Dispatch. EverDriven will find a rescue driver to pick up the passenger(s) and will alert service providers and passenger parent/guardians about the accident.

If the accident involves a collision with another vehicle, drivers will additionally:

- » Exchange contract & insurance information with the driver of the other vehicle(s).
- » Record the other vehicle's make/model/license plate.
- » Report to Field Operations the location of collision, how it occurred, and photos of the vehicles involved.
- » Submit a formal statement for EverDriven's records. EverDriven's team will evaluate the case and inform drivers of the next steps.

Driver Safety Policies

Pre-Trip Policies

A safe ride with EverDriven starts when the driver signs into EverDriven Driver to view their route. The following items are required before the driver dispatches:

Application Usage

Drivers are required to use the EverDriven Driver app in order to service a trip. They first review trip details and student notes to prepare for the upcoming route. Trip notes related to specific transportation requirements remain confidential as required. There are coordinated checks throughout the trip in EverDriven Driver. If the driver needs to report any delays such as traffic or weather, EverDriven dispatch can also be contacted through the app.

Pre-Trip Vehicle Check

The vehicle servicing the trip must be connected to the driver within EverDriven's compliance system. The vehicle will be checked to ensure tires, brakes, lights, child and window locks, steering, gas levels, and safety securements are all properly in place and functional prior to servicing a trip. The driver also checks the interior of the vehicle confirm the presence of required emergency equipment and that loose items will not be within a passenger's reach.

Driver and Monitor Identification

Drivers are provided with an EverDriven window sticker to be placed on the passenger side of the windshield for easy identification by parents/guardians and school district professionals. Driver and vehicle information is identified in the EverDriven VIP app. Physical badges can be provided upon request.

Proper Securement

Passengers must be secured with a seatbelt, car seat, booster seat, or a wheelchair 4-point restraint. Drivers will not put the vehicle in motion until everyone is properly secured. Drivers operating wheelchair vehicles must have demonstrated proficiency in securing a wheelchair prior to providing services. Drivers ensure childproof locks and windows are engaged whenever a student is transported.

Unimpaired Driving

Drivers or monitors may not service an EverDriven trip when their ability to service a trip is impaired whether through fatigue, illness, or any other issue that would cause safety concerns for the passengers, driver, and monitor.

Active Trip Policies

In order to ensure the safest trip on the road, our drivers and monitors follow these policies:

1

Authorized Passengers and Stops

Only the assigned driver and applicable monitor will be in the vehicle while servicing routes. Changes in route stops are not permitted without the prior consent and approval of the district. If a student's pickup or drop off location changes, the parent/guardian needs to send notice to the district before the driver can stop at a new location. Drivers will not solicit or accept money from students or parents/guardians in lieu of a district directive.

2

Loading/Unloading and Pickup/Drop Off

Drivers park where a student does not have to cross the street to reach their destination. A parent/guardian or district staff member must be at the curb to receive the student(s) at the pickup and drop off locations. Drivers will wait at the curb in the vehicle until an authorized adult is present to place the student(s) into or remove the student(s) from the vehicle.

3

Passenger Supervision

Drivers and monitors will never leave passengers unattended in a vehicle. Drivers may leave a student unattended at a predetermined location only with district-approved waivers.

4

Cell Phone Policy

Cell phones shall not be in use while the vehicle is in motion unless a related call is required during transport, in which case a hands-free device will be used. Drivers will adhere to cell phone and hands-free device laws per state. Drivers will use EverDriven Driver to facilitate the trip. All steps for app usage are required to be completed while the vehicle is safely parked.

5

Adverse Weather

Adverse weather conditions may include rain, fog/smoke, fire, windstorm, earthquake, snow, and/or ice. Drivers should take additional safety precautions in adverse weather conditions as outlined in the Education Course. Precautions include leaving earlier in preparation for the trip, ensuring all safety equipment is available, reducing speed, and/or pulling over to a safe area if necessary.

Post-Trip Policies

Post-Trip Vehicle Check: The driver will check interior/exterior, tires, brakes, lights, steering, gas levels, securements, and any required emergency equipment to be in the vehicle.

If the driver notices any personal property belonging to a passenger in the vehicle, the driver will contact EverDriven dispatch to inform them of the property left behind and use its best efforts to safeguard the property until it can be returned to the passenger.



The Team Behind the Trips

- Customer Support Teams
- Customer Feedback
- Customized Communication Plan
- Organizational Chart & Resumes
- Getting Started with EverDriven

The Team Behind the Trips

Customer Support Teams

EverDriven's culture is based on the values of transparency, accountability, collaboration, urgency, and integrity. Each of our customer support members embody these values as they assist districts, parents, guardians, and students. Our support is the result of a collaboration from multiple EverDriven teams: Student Monitoring and Tracking, Routing and Optimization, local Field Operations, and Business Development.



Student Monitoring and Tracking (SMT)

Our SMT team provides districts with direct day-to-day route management. SMT manages and monitors trips, ensuring safety, on-time performance, and cost-efficiency. They act as an extension of the district's transportation department by utilizing proprietary, state-of-the-art call center technology to communicate with school staff, parents, and guardians, and respond quickly to changes in both trip and call volume. Our SMT team is structured to handle during peak hours of drop-off and pick-up times. Duties include:

- » Acting as the first line of parent/guardian communication
- » Providing customer support in both English and Spanish
- » Communication with parents/guardians regarding transportation issues and coordinating accordingly
- » Availability Monday-Friday, 5am-6pm EST



Routing and Optimization (RO)

Our RO team is responsible for routing and placing students into the right vehicles based on their needs.

When districts add new students, the information filled out the Transportation Request Form (TRF) goes straight to the RO team. Our Routing & Optimization team members ensure that students get matched to the right driver and vehicle based on considerations like travel time, student behavioral needs, and siblings also utilizing EverDriven's services. The proposed route is sent to the district for final review and approval, and then to our Local Field Operations team for implementation. Duties include:

Account Specialist

- » Overseeing the student onboarding process, matching students to vehicles best suited to their needs
- » Utilizing our advanced routing software Rhapsody to efficiently route students
- » Ensure travel time for students does not exceed time requirements set by the district
- » Confirm route and subsequent billing information is provided for final approval



Field Operations (FO)

Each district will be assigned a small team of local Field Operations representatives who will be dedicated to servicing their specific transportation needs. As the boots-on-the-ground representatives, Field Operations meets with district officials and school staff as needed, conduct parent introduction calls or meetings, and will perform Quality Checks through observing student safety at pick-up and drop-off locations. Our field operators are readily available should any questions arise. Duties include:

Account Manager

- » Constantly assessing current and future transportation needs
- » Conducts Quality Checks
- » Contact availability during regular business hours and in case of an emergency

Senior Account Manager

- » Maintenance of equipment levels
- » Identification and engagement of local service providers and communicates company expectations
- » Cost evaluation and improvement service quality



Business Development (BD)

Each district is assigned as a BD representative who will act as a client relations and technology liaison. Although the main contact will transition to the local Field Operations team following start-up, the assigned representative is available at any point during the contract to discuss questions or concerns they may have. Duties includes:

Account Executive

- » Providing support during the onboarding process
- » Presenting technology demonstrations and answering questions on the content
- » Available by phone or email to discuss any questions or concerns

Customer Feedback

At EverDriven, we recognize customer feedback as an invaluable tool for improving our understanding of the needs and preferences of our customers. We have a structured and efficient process for handling complaints to ensure prompt resolution and continuous service improvement. Our system integrates multiple platforms, including JIRA and SalesForce, to track, manage, and address concerns effectively.

Complaint Submission

1 Complaints can be reported by calling Dispatch or submitting an online report through our website, which feeds into the JIRA system. JIRA automatically transfers the complaint into SalesForce for centralized tracking and management.

Initial Review and Case Management

Upon submission, the Customer Relations Team (CRT) receives an email notification and the complaint is logged in the SalesForce Service Queue. CRT reviews the complaint to assess:

- » Validity – Verifying the accuracy and legitimacy of the reported issue.
- » Case Distribution – Determining the appropriate team or department for handling.
- » Status – Establishing whether the complaint requires further action or documentation only.

Case Assignment and Follow-Up

2 Based on the nature of the complaint, CRT assigns the case to the appropriate team:

- » Field Team – If follow-up is needed with the Service Provider, Driver, or Parent.
- » Field Team & District – If the complaint involves student, parent, or school-related behavior or incidents.
- » SMT Supervisors – If the issue requires follow-up at the Dispatch or Call Center level.

Resolution and Status Updates

3 Once assigned, the complaint is updated in the system with a status of "Sent to Field" if action is required. If the complaint is for documentation purposes only or does not require follow-up, it is marked as "Resolved."

4 **By maintaining a structured complaint resolution process, EverDriven ensures accountability, transparency, and timely responses to concerns, reinforcing our commitment to high-quality service and customer satisfaction.**

Customized Communication Plan

To offer each district timely customer support, EverDriven will develop a customized communication plan to set up their student transportation program for success, including:



Unique District Email Address

Each district will be assigned a custom email address that is just for authorized district representatives. All emails sent to that address are received by the local Field Operations team in addition to the assigned Routing and Optimization Specialist. This enables transportation requests to be routed and started as quickly as possible, providing a swift resolution.



Dedicated Toll-Free Number

In addition to a customized email, districts will be given a dedicated toll-free phone number that will directly connect them to a member of their EverDriven customer support team. This allows for efficient and immediate communication should questions arise.



Parent/Guardian Outreach

Before transporting a student, EverDriven texts district-approved parents and guardians to provide details on our services and confirm student identity, address, and other student details. Once the student has been routed, we reach out again to share schedule, driver, and vehicle information. As always, our call center is available to assist parents/guardians at any point during the transportation process.



Parent/Guardian Meeting

Before transporting a student, parents/guardians can meet with an EverDriven representative to discuss specifics of the student's transportation needs. These meetings help gather information for customized routes and provide peace of mind to parents/guardians.

Getting Started with EverDriven

EverDriven conducts multiple new district partner start-ups per month. We leverage our team's extensive, experiential knowledge and pool of resources to ensure successful transition and implementation period.

From the moment a potential district partner is identified, we begin to evaluate current resources in the area. Our local Field Operations team works to gather the resources to ensure a timely start-up. They begin to expand relationships with local service providers as needed to ensure trips can be serviced upon award. Field Operators further:

- » Assesses state, local, and district regulations as needed to ensure adherence to all requirements
- » Secures and confirms service provider(s) that meet required standards
- » Confirms driver and monitor background checks are met; enrollment in drug & alcohol consortium
- » Confirms driver education course has been completed by all drivers and monitors
- » Confirms compliance for all drivers and vehicles

Upon award, the EverDriven team immediately begins to prepare for the launch of transportation services. The following steps are likely to be included in the launch, and many of these steps will occur at the same time to ensure a worry-free transition and a timely start-up.

1

Contract Kickoff Meeting:

We schedule a meeting with district staff to introduce our team, provide a District Portal demo, align on District policies, and answer any questions.

3

Equipment/Driver Assignment:

The Field Operations team will simultaneously order, maintain, and distribute appropriate safety equipment and assign vetted drivers.

2

Student Data Gathering:

Once the district has uploaded student data to the District Portal, we will analyze the data in Rhapsody and place students into appropriate routes.

4

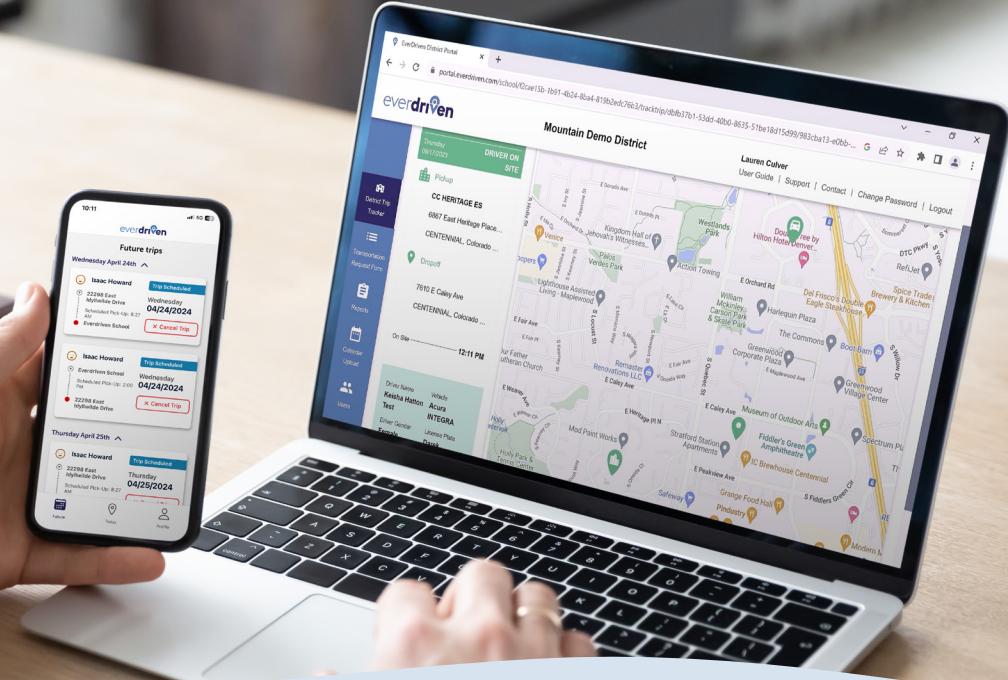
District Route Approval:

The EverDriven team will provide route and cost data to the District for approval. If any changes need to be made, they will happen at this stage.

5

Parent/Guardian Outreach:

Field Operations will reach out to approved guardians to confirm route and student details. In-person meetings are also available upon request.



The Technology Behind the Team

- District Portal
- EverDriven VIP
- EverDriven Driver
- Routing Capabilities
- The EverDriven Camera Solution

The Technology Behind the Team

District Portal

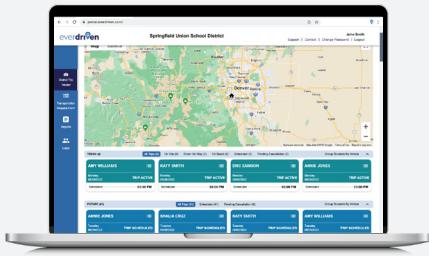
The District Portal is a clients online home for tools and reports for EverDriven. The District Portal allows for multiple view and provides a place for user management transportation requests. It utilizes technology that allows districts to efficiently manage every aspect of their Alternative Student Transportation solution and offers features that improve service quality, enhances safety, simplifies operations, and provides trip transparency to the transportation team.

District Portal Features

District Trip Tracker

See trip status all in one place, including scheduled, active, and completed trips. With near real-time GPS tracking of every student trip, the District Trip Tracker gives districts the same visibility into the location of every vehicle as an in-house monitoring center. For each student in the transportation program, districts can:

- » Access today's transportation details like driver information and ETAs.
- » View past trips (both completed trips and no shows) and future scheduled trips
- » Cancel upcoming trips directly from the portal

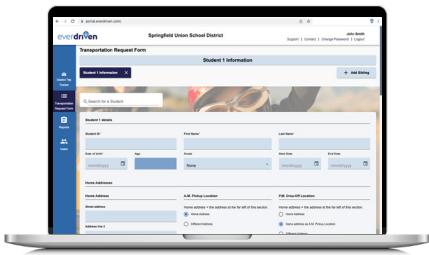


Transportation Request Form (TRF)

Seamlessly request customized transportation to meet student needs.

Districts can customize the view to get the information needed. Capabilities include:

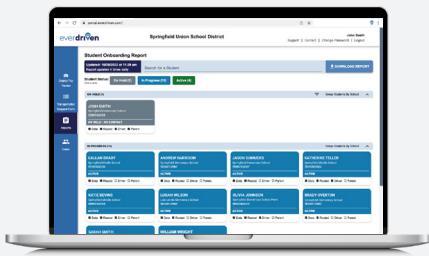
- » Bulk upload of student data, TRF ensures a smooth onboarding process.
- » Manually input student information
- » Easily duplicate forms for same-student households
- » Update existing student data



On-Demand Reporting

Use on-demand and customizable reports that meet district needs. On-demand Student Onboarding Reports are available and allow districts to see where a student is in the onboarding process.

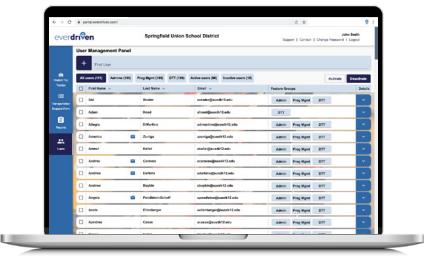
- » Routing -a route is being created or modified for the student
- » Driver assignment - for new routes, route has been confirmed and a driver is being matched
- » Parent confirmation - confirm information with parents before transport



User Management

The District Portal can be customized to provide each team member with the access and visibility that best suits their needs. For example:

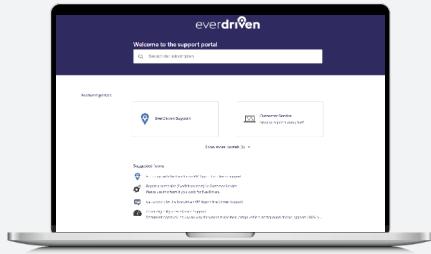
- » Staff at a particular school can be granted access to see trips for students at that school exclusively
- » District-level employees can be given access to see all activity in the district, or customize their view to focus on a group of schools as needed
- » Includes additional recipients to the TRF confirmation email



Customer Support

Improve communication between the school district, school staff, and EverDriven to ensure everyone is informed through our centralized platform. There is a built-in customer support feature which allows users to reach out to our team through phone or our support portal with:

- » District Portal support
- » Questions
- » EverDriven Camera Solution request (if utilizing our camera solution)



District Benefits

- » **Trip Tracking:** School and district staff can monitor and manage transportation coordination effectively through the trip tracking tool.
- » **Seamless Transportation Requests:** The District Portal streamlines requests transportation services. This centralization helps organize and manage transportation needs more effectively and reduces the chances of miscommunication or errors.
- » **Trip Customization Based on Student Needs:** By enabling school districts to specify unique student transportation requirements, the District Portal ensures each student receives customized transportation that meets their needs. Districts can add specific transportation instructions by date, including different drop-off/pick-up locations and times for different days of the week to accommodate students' ever-changing needs.
- » **Portal Security:** Student related data is encrypted and only users with granted permissions have viewing access.
- » **Reporting:** The Portal's reporting functions allow school districts to generate data-driven insights. This can be invaluable for making informed decisions regarding transportation coordination, budget allocations, and identifying opportunities for efficiency.
- » **Centralized Communication:** A centralized platform improves communication between the school district, school staff, and EverDriven ensuring everyone is informed and aligned.
- » **Accessibility:** District Portal is does not require installation of software - everything is online and compatible with your favorite browser. Authorized staff can access it on their computer, tablet, or smartphone via Internet browser.

EverDriven VIP

EverDriven's VIP (Very Important Passenger) app was designed to give parents, guardians, and designated school staff members visibility into their students' transportation. With features designed specifically with student safety in mind, app users are provided with peace of mind from the palm of their hands. **EverDriven VIP revolutionizes the way parents and school staff tract their student's transportation to and from school.**

Features for Schools

Enable safer hand offs at school than ever before.

With the app, teachers and school staff can:

- » Track driver and student ETAs
- » View driver and vehicle information
- » Efficiently load and unload students
- » Ensure student data is protected with geo-fencing technology

Features for Parents/Guardians

Provide peace of mind and transparency by enabling parents to:

- » Track their child's trip
- » Receive drop-off and pick-up notifications
- » View driver and vehicle information
- » Cancel upcoming trips if transportation isn't needed

District Benefits

- » **Safety:** Parents and guardians can rest assured knowing their child's whereabouts during transportation, while teachers or school staff can ensure safer transitions within school premises. This transparency is beneficial for districts as it builds trust with families.
- » **Reduced Administrative Burden:** EverDriven VIP provides a direct line of communication for parents, guardians, and school staff, removing the need for district staff to manually intervene in the transportation process. This allows district staff to focus on other important aspects of school management.
- » **Cost Savings for Trip Cancellations:** Parents and guardians can cancel upcoming trips through the app, eliminating unnecessary charges to the district for unused routes.
- » **Optimizing Operations:** EverDriven VIP provides school staff with ETAs for student drop-off and pick-up so they can quickly and safely ensure students navigate busy mornings and afternoons with ease.
- » **Improved Attendance:** By providing parents and guardians mobile access to their child's transportation schedule, the app can help improve student attendance and punctuality, which are critical factors in academic success.
- » **Efficiency:** Student and driver ETA facilitate smoother logistics, reducing wait times and enhancing overall efficiency. In addition, parents/guardians can easily cancel an upcoming trip due to illness or an unexpected event, helping save district transportation funding for unutilized trips.
- » **Security:** Access to the app is restricted to parents and teachers listed by the school district. Access cannot be granted to anyone without formal approval from the district.

EverDriven Driver

EverDriven Driver helps promote the safety and security of every passenger. It provides transparency for districts, parents, and guardians by utilizing GPS to optimize routing and providing location tracking for near real-time updates to the District Portal and EverDriven VIP. Before starting a trip, drivers ensure the safety and comfort of students through three daily checks provided through the app: one check each for the exterior and interior vehicle inspections, and another to ensure the driver has acknowledged specific student-related instructions. EverDriven Driver additionally has **telematics capabilities to provide enhanced monitoring ability for the quality and safety of trips.**

EverDriven Driver Features

EverDriven Driver promotes the safety and security of every passenger. Through the app, Drivers utilize GPS for optimized routing and location tracking and sports features like:

- » Individualized Trip Information: Drivers review passenger notes and safety instructions in the app prior to each trip in order to meet student needs.
- » Safety Reminders: The app gives Drivers reminders during the pre-trip check to ensure student safety is always top-of-mind. They also receive continuing education reminders to promote safe driving practices.
- » Routing: The app's GPS automatically updates route directions based on traffic patterns, optimizing operations.
- » Telematics Capabilities: Our telematics system captures detailed driving data that enables us to monitor and coach safe driving behaviors in real time.



District Benefits

- » **Operational Transparency:** With GPS tracking and documentation capabilities, districts can monitor and manage the transportation process effectively to ensure accountability and reliability in student transportation.
- » **Enhanced Safety and Security:** The app's use of GPS for location tracking ensures the safety of students by selecting the safest and most efficient routes.
- » **Personalized Student Care:** With access to pertinent notes on each student, Drivers understand the unique needs of each child before the trip. This is crucial for students with special requirements or medical needs.
- » **Continuous Safety Reminders:** EverDriven Driver's safety checks before and after each trip help drivers maintain high safety standards. Prompts include vehicle checks and specific student-related instructions.
- » **Increased Efficiency:** Turn-by-turn directions lead to more efficient transportation. This is particularly beneficial for districts looking to manage transportation budgets while ensuring timely and safe student transportation.
- » **Regulatory Compliance:** The app assists in adhering to transportation regulations, essential to ensuring high standards of service. Only drivers who are compliant and vetted can receive trips, ensuring the safety of students.

Routing Capabilities

At EverDriven, we deliver reliable, customized student transportation solutions powered by proprietary routing software and advanced algorithms, refined over 15 years of leading the industry in alternative transportation.

EverDriven's routing technology is not just about efficiency; it's about creating a transportation solution that aligns with the needs of students, schools, and districts. We prioritize customization, flexibility, and long-term consistency, ensuring that transportation remains reliable, safe, and cost-effective. With EverDriven, districts can trust that their transportation needs are being met by a partner who is committed to delivering exceptional outcomes and continually improving service quality.

EverDriven Routing Features

- » **Efficiency and Cost Reduction:** Our advanced routing technology optimizes routes and maximizes vehicle utilization, helping districts lower transportation costs while delivering top-tier service. With data-driven insights, we reduce excess mileage and ride times, all without compromising safety.
- » **Enhanced Safety and Compliance:** Safety is our top priority. We vet and educate every driver and perform comprehensive vehicle inspections. Plus, our integrated high-resolution cameras offer added security, giving districts the peace of mind that their transportation is compliant and closely monitored.
- » **Proactive Partnership:** At EverDriven, we do more than provide transportation—we build partnerships with districts. We continually assess and refine transportation plans, ensuring routes stay optimized, student needs are met, and district goals are achieved. Our hands-on approach and commitment to service excellence create lasting value for districts, nationwide.

District Benefits

- » **Optimized Route Planning:** EverDriven will design safe, efficient, and customized routes that meet the specific needs of students and align with district policies. By factoring in school bell times, student requirements, and optimal vehicle use, our algorithm delivers combined routes that minimize travel times and costs while maximizing efficiency. Districts benefit from cost-effective solutions without compromising on reliability.
- » **Specialized Services for Unique Student Needs:** From wheelchair-accessible vehicles to schedules aligned with school bell times, our system prioritizes safety, comfort, and well-being, our routing system ensures that every student receives specialized support they need and deserve.
- » **Year-Over-Year Consistency:** We maintain stability and trust with consistent driver assignments and route planning. This year-over-year continuity minimizes disruptions for students, families, and school districts, fostering a more reliable and seamless transportation experience while driving higher educational outcomes for districts.
- » **Flexibility and Real-Time Adaptation:** Our system is built for flexibility, enabling us to quickly adapt routes as student populations or district needs change. Whether accommodating new students mid-year or responding to unforeseen circumstances, we ensure smooth operations with minimal disruptions. This flexibility allows districts to maintain efficient service while addressing evolving transportation requirements.

The EverDriven Camera Solution

Our Camera Solution is set to redefine safety standards in student transportation by offering unmatched protection for students with special transportation needs and enhancing transparency for families and districts.



We're excited to introduce EverDriven's latest innovation – our groundbreaking Camera Solution, designed to set a new standard in student safety and transparency. This solution cements our commitment to providing unparalleled safety and reliability to districts and students. Our custom-built Camera Solution offers following benefits:

Complete Audio and Video Systems



State-of-the-art cameras from a leading solution provider show an external-facing dashboard video feed and a high-resolution, student-focused interior video complete with audio. The combination of sound and video ensures every aspect of the student's experience is captured and can be reviewed as needed. This allows authorized administrators to quickly address any issues that may arise during transit.

Secure Data Storage and Sharing



EverDriven prioritizes student privacy through robust security measures. Our Camera Solution includes password-protected and encrypted footage, restricting access to only authorized school district personnel. Video footage is securely stored in the cloud up to four weeks, ensuring data protection while remaining accessible for review when needed.

Enhanced Driver Accountability



With dashboard cameras facing both internally and externally, the vehicle's interior and surroundings are constantly recorded. Our AI-driven camera solution detects and records behavior-based events like rapid acceleration, distracted or drowsy driving, phone use and inattention, forward collisions, near misses, tailgating, lane drifting, rolling stops, and even traffic light and school zone compliance.



Our Pricing Model

- Cost Structure
- Cost Form

Our Pricing Model

EverDriven's pricing model is built with Districts in mind. Every trip fee (outlined in the table below) includes the following benefits.

A Consistent Driver



EverDriven provides reliable and consistent transportation by providing a consistent driver to the same student, all at no extra cost to the district.

Value Through Customization



EverDriven gives districts value through flexibility of vehicle fleets and route changes. We handle hard-to-serve and specialized routes so districts don't need to.

Shared Billing Between Districts



EverDriven provides shared bills for districts. When a district transports students to a program in a neighboring district, EverDriven splits the bill as agreed upon.

Per-Trip Pricing



Students can be added to an existing route as long as the vehicle has capacity and matches the student's needs. Districts will only pay for any additional mileage.

Matching Vehicles to Student Needs



EverDriven's solution is customized to meet the specific needs of students, considering wheelchair or equipment needs, monitors, routing times, etc.

Regulatory Compliance



Requirements needed for regulatory compliance like background checks, annual physicals, TB testing, drug and alcohol testing, etc. fully included in EverDriven's pricing model.

We are offering two pricing models to ensure AEPA receives the same pricing as our other national cooperative agreement. The models are essentially identical, with the distinction that the first table reflects zero miles included, while the second includes the first six miles of the trip.

Base pricing shall not exceed \$67 (or \$85 with six miles included), as outlined in the tables below. In areas experiencing labor shortages, an additional surcharge of up to \$50 per trip may apply.

This not-to-exceed pricing structure provides districts with a maximum cost threshold. While trip fees and included mileage may vary by region, no district will pay more than the amounts shown in the tables below.

Pricing Option 1

Trip Items	Fees
Trip Fee - Sedan	\$67.00
Trip Fee - High Capacity Vehicle	\$107.00
Per Mile Fee	\$3.00
Additional Fees (as needed and per trip)	
Wheelchair Fee (per student)	\$55.00
Car Seat/Safety Vest (per student)	\$7.00
Optional Camera Fee (per student)	\$4.00
Wait Time Fee (per hour, billed in 15 minutes increments)	\$80.00
EverDriven Provided Monitor Fee (per hour, 2-hr minimum)	\$35.00
No Show or Late Cancel fee (less than 2-hour notice)	Full Price of Trip

*Following the initial contract year, there may be an annual increase of up to 3%.

Pricing Option 2

Trip Items	Fees
Trip Fee - Sedan (includes first 6 miles)	\$85.00
Trip Fee - High Capacity Vehicle (includes first 6 miles)	\$125.00
Per Mile Fee (billed after mile 6)	\$3.00
Additional Fees (as needed and per trip)	
Wheelchair Fee (per student)	\$55.00
Car Seat/Safety Vest (per student)	\$7.00
Optional Camera Fee (per student)	\$4.00
Wait Time Fee (per hour, billed in 15 minutes increments)	\$80.00
EverDriven Provided Monitor Fee (per hour, 2-hr minimum)	\$35.00
No Show or Late Cancel fee (less than 2-hour notice)	Full Price of Trip

*Following the initial contract year, there may be an annual increase of up to 3%.



Mileage Charges

Mileage charges are based on driving distance calculations from a third-party provider (e.g. Google). Calculations are based on the fastest route and the total is rounded up to the next whole mile.



Fuel Surcharge

When average gasoline price exceeds **\$5.00 per gallon**, mileage rates will be increased by calculating 50% of the price of gasoline that exceeds \$5.00 and adding it to each mile of the trip. The price index to be used is from the U.S. Energy Information Administration data provided on their website for the region.



Invoicing & Financial Reports

Depending on the district's preference, invoices can be emailed either weekly or monthly and are based on the fees outlined above. All invoices will separate the charges by route, showing the number of days run, total cost, and a no-show report. Payments will be completed by the District within thirty (30) days and made through ACH transfers.

Recommendation for New Contracts

AEPA 026-E Student Transportation Services

RFPs received that were rejected PRIOR to Category Committee evaluation with cause for rejection:

HopSkipDrive, incomplete submission, missing pricing workbook

RFPs received that were rejected DURING Category Committee evaluation with cause for rejection:

None

Methodology Used by the Committee for Determination:

Responsive and responsible Respondents(s) based on the attached RFP criteria.

Vendor(s) recommended with reason for recommendation:

First Student Score 92.33 highest score, meets specifications.

Highland Fleet Score 86 is a unique offering to members that is not comparable to other vendors.

EverDriven Score 78.06 meets specifications, however there are state specific deviations and exceptions, see attached for details.

The responses below listed deviations and/or exceptions. Attach Exceptions & Deviations document(s) :

See attached document

Proposed Motion:

The Category Committee recommends AEPA reject the RFPs from: N/A

Proposed Motion:

The Category Committee recommends the following responses for approval by AEPA: First Student as submitted, EverDriven, noting exceptions and deviations, Highland Fleet excluding trucks.

Committee Members

Committee Chair - Name & Signature:

Anna Marie Hollander

Committee Member: Christine Werner

Committee Member: Andrew Pickens

Committee Member:



Association of Educational

Acceptance of Solicitation & Contract

Instructions: PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Member Agency will provide a copy of the document to the Respondent.

PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	EverDriven Technologies, LLC.	Date	9/15/2025
Address	5680 Greenwood Plaza Blvd, Suite 550S	City, State Zip	Greenwood Village, CO 80111
Contact Person	Danielle Press	Title	Chief Growth Officer
Authorized Signature		Title	Chief Growth Officer
Email	everdriven@everdriven.com	Phone	877.225.7750

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2027 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

Awarding Agency	Cooperative Purchasing Connection		
Authorized Representative	Jane Eastes <small>6D9BB132BB3040A...</small>	Executive Deputy Director	
Authorized Signature			
Awarded this	15th	day of	December
Contract to commence-check one (Member Agency to select)		Contract Number	026-E
		<input type="checkbox"/> 3/1/2026	<input checked="" type="checkbox"/> Or 12/15/2025



Association of Educational

Acceptance of Solicitation & Contract

Instructions: PART I of this form is to be completed by the Respondent and signed by its Authorized Representative. PART II will be completed by the AEPA Member Agency only upon the occasion of the bid award. If approved by AEPA, the Member Agency will provide a copy of the document to the Respondent.

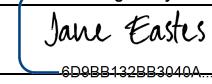
PART I: RESPONDENT

In compliance with the Published Solicitation (IFB OR RFP), the undersigned warrants that I/we have examined all Instructions to Respondents, associated documents, and being familiar with all of the conditions of the solicitation, hereby offer and agree to furnish all labor, materials, supplies, and equipment incurred in compliance with all terms, conditions, specifications, and amendments associated with this IFB OR RFP and any written exceptions to the bid. The signature also certifies understanding and compliance with the certification requirements of the AEPA Member Agency's Terms and Conditions and/or Special Terms and Conditions. The undersigned understands that their competence, ability, capacity and obligations to offer and provide the proposed tangible personal property, professional services, construction services, and other services on behalf of the Vendor Partner as well as other factors of interest to the AEPA Member Agency as stated in the evaluation section, will be a consideration in making the award.

Business Name	EverDriven Technologies, LLC.	Date	9/15/2025
Address	5680 Greenwood Plaza Blvd, Suite 550S	City, State Zip	Greenwood Village, CO 80111
Contact Person	Danielle Press	Title	Chief Growth Officer
Authorized Signature		Title	Chief Growth Officer
Email	everdriven@everdriven.com	Phone	877.225.7750

PART II: AWARDING MEMBER AGENCY

Your bid response for the above-identified bid is hereby accepted. As a Vendor Partner, you are now bound to offer and provide the products and services identified within this solicitation, your response, and approved by AEPA, including all terms, conditions, specifications, exceptions, and amendments. As a Vendor Partner, you are hereby not to commence any billable work or provide any products or services under this contract until an executed purchase order is received from the AEPA Member Agency or Participating Entities. This contract intends to constitute the final and complete agreement between the AEPA Member Agency and Vendor Partner, and no other agreements, oral or otherwise, regarding the subject matter of this contract, shall bind any of the parties hereto. No change or modification of this contract shall be valid unless in writing and signed by both parties to this contract. If any provision of this contract is deemed invalid or illegal by any appropriate court of law, the remainder of this contract shall not be affected thereby. The initial term of this contract shall be for up to fifteen (15) months and will commence on the date indicated below and continue until February 28, 2027 unless terminated, canceled, or extended. By mutual written agreement the contract may be extended for three (3) additional 12-month periods after this initial contract term. In the event the AEPA Board does not recommend renewal of the contract, or the contract expires, it may be extended for up to six (6) months by an AEPA state.

Awarding Agency	North Dakota Educators Service Cooperative		
Authorized Representative	Jane Eastes DocuSigned by:	Executive Deputy Director	
Authorized Signature	 6D9BB132BB3040A...		
Awarded this	15th	day of	December
Contract to commence-check one (Member Agency to select)		Contract Number	026-E
		<input type="checkbox"/> 3/1/2026	<input checked="" type="checkbox"/> Or 12/15/2025