

RFP#2017-12-001 - Charter Bus Services

EXHIBIT B - GENERAL PROPOSAL REQUIREMENTS

Proposers must provide a detailed response to each question, attach any supplemental information and appropriately reference it within your response. Proposers shall provide the following information when submitting the proposal. Prompt, thorough compliance is in the best interest of the proposer. Failure to comply may result in incomplete or delayed communication of addenda or other vital information.

1. Proposer's Company Information

Contact information is the responsibility of the proposer. Without the prompt information, any communication shortfall shall reside with the proposer.

- a. Company name and mailing address including City, State and Zip Code.
- b. Primary contact during the RFP process. Include the name, title, and contact information (address, e-mail and phone number).
- c. Sole contact authorized to receive and sign any resulting Contract.
- d. Additional contact persons with same information provided as primary contact.

2. Proposer's Qualifications

Rice University considers previous experience, financial capability, expertise of personnel, and related factors a key factor in assessing the potential to successfully fulfill the requirements defined in this RFP.

- a. Describe previous experiences providing Motor Coach Charter Services focusing on educational experience, preferable with Universities.
- b. Describe your Company's background, brief history, services offered and number years in business.
- c. Indicate any significant pas
- d. Demonstrate a record of past financial stability and positive indicators for future performance.
- e. Describe at least three (3) relevant experiences from the last five (5) years supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFP. Preferably from institutions of higher education.

- Company name.
- Contact name and role at time of project.
- Contact phone and e-mail.
- City, State and Zip Code.
- Project name and description of the scope of the project.
- Describe the role your company played.
- Describe how is this project experience relevant to the subject of this RFP.
- Total project cost.
- Start and end date (MM/YY – MM/YY) of the Project.
- Status (completed, live, other – specify phase).
- Results obtained.

3. Company Background Information.

- a. Legal business name and address.
- b. State where the business is incorporated in.
- c. Phone number.
- d. Website address.
- e. Number of years in business and number of employees.
- f. Legal business name of any applicable parent company and address.
- g. Describe recent changes in the organizational structure (e.g., management team) or a change of control (merger or acquisition). If applicable, describe why and how has it affected the company.
- h. Brief description of the company's history and if growth has been organic, through mergers and acquisitions, or both.
- i. Confirm if the company has had any contract terminated for contractor default in the last three (3) years. If yes, explain when and the reasons for the termination.

4. Experience with Rice University

Does your company have experience working with Rice University? If so, please provide a list of the contracts you hold or have held for the last 10 years.

5. Gross Annual Sales

Proposer must identify the gross annual sales for the last five (5) years.

If the award of any resulting contract will increase your gross revenue by more than 25% from the last year's sales, explain how you will scale up to manage this increase.

6. Experience

Describe at least three (3) relevant experiences from the last five (5) years supporting your ability to successfully manage a contract of similar size and scope for the work described in this RFP. Include company name, contact name, contact role at time of project, contact phone, contact email, city, state and zip code.

- a. Project name and description of the scope of the project.
- b. Describe the role did your company played.
- c. Describe how this project experience is relevant to the subject of this RFP.
- d. Total project cost.
- e. Start and end date (MM/YY – MM/YY) of the Project.
- f. Status (completed, live, other – specify phase).
- g. Results obtained.

7. Strategic Relationships

Explain any partnerships and strategic relationships you currently have or have used that would bring significant value to Rice University, and how that relationship will bring value to Rice University.

8. Principal Place of Business

Proposers must identify the location (city, state and zip code) that would have primary responsibility for this account if awarded a contract.

9. Additional Information

Additionally, please consider the following questions in your response:

- a. What do your other partnerships with universities and/or athletic departments look like?
- b. Do you have sponsorship/advertising arrangements with universities and/or athletic departments?
- c. What other benefits come with being a partner? I.e. upgrades, rebates.

Any additional information that the proposer feels should be considered when evaluating their proposal. Proposer may present any creative approaches that might be appropriate. Proposer may also provide supporting documentation that would be pertinent to this RFP. Proposer may provide alternative pricing schedules, should any be extended for consideration.

Proposer should specify any additional services or incentives that will be offered to Rice University and included in the quoted price. Any incentives must be identified in the response package.

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