

REQUEST FOR QUALIFICATIONS (RFQ)

As-Needed Supplemental School Pupil Activity Bus Services

RFQ No. **SFUSD-PD-FY24-25#66 (SPAB - School Pupil Activity Bus Services)**

1.0 Overview of Request for Qualification

1.1 Publication of Request for Qualification

San Francisco Unified School District (“SFUSD” or “District”) is issuing this RFQ to solicit proposals from School Pupil Activity Bus (“SPAB”) service providers to provide end-to-end transportation services for students’ field trips, excursions, and sporting events. The District seeks service providers that share our goals of student enrichment and preparedness for career and life skills while maintaining the highest levels of customer service.

As used in this RFQ, the following words have the meanings assigned to them herein.

“Contractor.” Contractor refers to the entity who the District selects for a contract pursuant to this RFQ and with whom the District successfully negotiates the terms of an agreement.

“Key Personnel.” Key Personnel refers to the individuals who will perform essential roles in establishing, coordinating, and delivering the services requested under this RFQ.

“Proposer.” The Proposer refers to any entity submitting a response to this RFQ. Also referred to as Respondent.

“Submittal.” The Submittal refers to a response package submitted in response to this RFQ. Also referred to as Statement of Proposals or Proposal.

1.2 Timeline and Key Dates

The anticipated schedule for this solicitation event is as follows.

MILESTONE	Weekday	Date
Issue Date	Wednesday	March 19, 2025
Document Posting (SFUSD Website)	Wednesday	March 19, 2025
First Advertising Run Date	Wednesday	March 19, 2025
Second Advertising Run Date	Wednesday	March 26, 2025

Question Submission Deadline	Monday	March 31, 2025
Question and Answer Posting	Friday	April 4, 2025
Proposal Due (by 5:00 P.M.)	Friday	April 11, 2025
Intent to Award Notice (Anticipated)	Friday	April 18, 2025
Board of Education Approval Date (Anticipated)	Tuesday	May 13, 2025
Contract Start Date (Anticipated)	Tuesday	July 1, 2025

2.0 General Information

2.1 Overview of the District

The San Francisco Unified School District is the seventh largest school District in California, serving more than 57,000 students who speak more than 44 languages across 132 schools in San Francisco every year. We aim for every student who attends SFUSD schools to discover his or her spark, along with a strong sense of self and purpose, and that all students graduate from high school ready for college and career, and equipped with the skills, capacities and dispositions outlined in [SFUSD's Graduate Profile](#).

2.2 Overview of the Transportation Department

The Transportation Department ("Department") oversees all District students' transportation needs to and from schools, sports, games, field trips, and other academic and non-academic travel activities. The mission of the Department is to provide safe, efficient, and on-time transportation services that support equitable access to educational opportunities for District students. The department partners with transportation operators provide a variety of transportation planning and delivery services including:

- Curb-to-curb transport service for students with individualized education plans.
- General transport services for catchment areas that have limited or no established public transportation routes.
- Transportation planning and coordination support for academic and non-academic field trips, athletic and sporting events, and art cultural events.

2.3 Background and Statement of Service Need

Students in the District undertake an average of 2,000 academic and non-academic field trips and travels for sporting events every year. The destinations of those trips vary; some trips are local while others are long distances including out of area/state and some may even involve overnight stays. Similarly, the size of the travel parties for the trips and therefore the type of vehicle to be used vary according to the event.

San Francisco Unified School District does not own or operate vehicles that can meet these travel needs and therefore needs to partner with transportation providers who are able to provide the right and appropriate vehicles to transport students, staff, and chaperones to and from the events. The District is therefore issuing this RFQ to solicit responses from qualified transportation providers who are willing and able to partner with it in this regard. The District intends to contract with transportation providers for the provision of these services. Prospective proposers should refer to Section 6 Contract Award for more details of this.

3.0 Scope of Work and Requirements

3.1 Scope of Work

- A. The services requested under this RFQ (Request for Qualification) will be performed on an as-needed basis for transportation for San Francisco Unified School District, the Scope of Work is a general guide to selecting a contractor that will provide transportation services. The District will assign transportation tasks as-needed for trips between the hours of 8:00 AM to 5:00 PM, as there could be evening or weekend requests, as the District can request off-hour services too (student field trips, excursions, and sporting events) and in some cases transportation for multiple students of extracurricular activities, and events in the evenings and weekends. The number of passengers varies by trip, ranging from approximately 15 passengers for smaller trips to more than 300 passengers (on multiple vehicles) for larger trips, with a median value of approximately 50 passengers per trip.
- B. San Francisco Unified School District's intent is to have an approved list of SPAB providers and to authorize District school sites and school programs that need bus transportation to select from the pre-approved list of SPAB providers. Once the school site or school program contacts the selected contractor, the request must be acknowledged by the contractor within two (2) business days from the date of the order on the Contractor's standard confirmation form.

3.2 Protocol for Scheduling Services and Invoicing

3.2.1 Scheduling

- A. After contracts are awarded, the San Francisco Unified School District Transportation Department will provide all school sites and departments with a list of approved contractors, including their rates and cancellation policies. Any school site or department requiring transportation services may contact one or more of the listed contractors with details of their scheduling transportation needs, such as the desired times, duration of the trip, and the number of passengers. Contractors must respond to the District's staff's request within two business days of the reservations request:
1. Confirmation that Contractor can meet the service needs.
 2. Type of Vehicle and seat capacity.
 3. Cost for providing the requested service as well as any charges for services over and/or beyond the requested services. Describe proposed cancellation policy as submitted in Appendix C, Fee Proposal, including any cancellation penalties when trips are canceled.
 4. Provide a customer service single point of contact for users to contact during bus trips should issues of scheduling, service, quality, bus breakdowns or other issues arise and require immediate remedy by the Contractor.

On some occasions, particularly during the playoff competitions for the various sporting events, the Athletics Department may require transportation services on short notices within 24 hours. On those occasions, the requests from the department will note their expedited nature. The Contractor shall respond to such short notice requests within three (3) hours of receipt. The San Francisco Unified School District understands that the Contractors may not always be able to meet such short notice requests and therefore is willing to consider a higher cost proposal for those on a case-by-case basis.

3.2.2 Invoicing

Contractor to submit itemized invoices for services rendered to San Francisco Unified School District site or Transportation Department no later than two (2) working days following the date of the trip. In submitting any invoice for payment for services rendered under this Contract, Contractor certifies to the District school or department that said services were rendered in compliance with Contractor's obligations under this Contract. It is to the contractor's responsibility to keep track of all transportation services provided and to invoice the San Francisco Unified School District site or school program directly within two (2) working days.

3.3 Requirements

San Francisco Unified School District has identified the following requirements as essential for the success of the tasks associated with provision of the requested services. Proponents are advised to review these carefully and confirm in their proposal response that they have reviewed and will abide by them for the duration of the contract's subsequent extensions.

3.3.1 Contractor Requirements

Contractor must:

- 1) Ensure that all transportation services provided by CA Education Code sections 40080 – 40089; is fully compliant with San Francisco Unified School District related requirement activities.
- 2) Maintain valid and unexpired state, all permits and licenses required to operate as a SPAB – School Pupil Activities Bus in California.
- 3) Maintains the required insurance types and levels in unexpired states; provides appropriate evidence of insurance renewals and continuance prior to expiration of current ones.
- 4) Maintain any vehicles that will be presented for District transportation in safe and serviceable conditions free of odors and tobacco smell.
- 5) Post emergency exit signs such that they are visible and obvious and ensure that the paths to the emergency exits are not obstructed.
- 6) Ensure that the vehicles are installed with appropriate and functioning seat belts and that the windows are operable.
- 7) Equip the vehicles with current map reading, trip planning, and monitoring tools such as Global Positioning Systems.
- 8) Obtain, verify and maintain appropriate records for all drivers operating vehicles for District travel. Provide these records to the District to review upon request. Immediately report any expiration or discrepancies to the District and promptly remove any offending drivers from the pool available for District travel. The records to be obtained, verified, and maintained include, but are not limited to, drivers' licenses, certifications, and any other required documentation:

- a) Valid and unexpired driver's licenses appropriate to the class of vehicles they would be driving.
- b) Driving records from the Department of Motor Vehicles.
- c) Background checks through the Department of Justice and the Federal Bureau of Investigation.
- d) Enrollment in a **"for cause"** or an on-going random drug and/or alcohol testing program.
- e) Tuberculosis testing dates and results.

9. Support the District in its commitment to the State's efforts to reduce Greenhouse Gas (**"GHG"**) emissions.

3.3.2 Driver Requirements

All drivers that will be presented by the Contractor to drive the vehicles must:

- Operate the vehicles on which San Francisco Unified School District students, staff, and chaperones are being transported in a safe manner, always exercising the highest degree of care and abiding by both the mandated traffic regulations and general road and traffic conditions.
- Possess all required licenses and permits to operate the vehicles and such licenses and permits must be valid and unexpired through the duration of their assignment.
- Not have received citations or summons for more than three (3) moving violations in the most recent two (2) years.
- Not have ever received a citation or summons for operating a motor vehicle while/or under the influence of alcohol, drugs, or any controlled or uncontrolled substance.
- Not have a record or records of criminal conviction.
- Not use any form of tobacco or nicotine regardless of the method of delivery while transporting District students or while on District premises.
- Report Accidents: In the event a SPAB - School Pupil Activities Bus driver engages in an accident; San Francisco Unified School District must be notified within 24 hours. The report should include detailed information about the accident, including the location or site of the incident and if there are any bodily injuries sustained by District personnel or the driver operating the vehicle.

4.0 Proposal Format, Content, and Submission

Proposers shall adhere to the specified format, content, and submission requirements and procedures. San Francisco Unified School District reserves the right to reject any proposals that fail to meet the requirements and procedures.

4.1 Proposal Format

- A. Proposals shall exclusively use the prescribed forms contained in the appendices of this RFQ. Proposers may duplicate these forms for inclusion in their responses; however, substitute forms or alternative formats will not be accepted.
- B. Proposals must be consecutively numbered on each page. Different sections of the proposal must be properly delineated with a section heading. Include a table of contents with page numbers of material contained in the Proposal.
- C. Proposers should not include pre-printed advertising or marketing materials, as such materials will not be reviewed or evaluated but may count towards the maximum page counts.

4.2 Proposal Content

Proposers shall provide the information requested below (Sections 4.2.1 to 4.2.10) in that order. This should include information that demonstrates that the Proposer meets the requirements specified in Section 3.3 Requirements above.

Any material that a Proposer considers as confidential but does not meet the disclosure exemption requirements of applicable public disclosure laws, including but not limited to the California Public Records Act, should not be included in the Proposer's proposal, as it may be subject to disclosure made available to the public. By submitting materials in response to this RFQ, Proposers are

- (1) Consenting to the release of such materials by the District if requested under any applicable public disclosure laws without further notice to them and
- (2) Agreeing to indemnify and hold the District harmless for such release of the materials.

4.2.1 Letter of Interest and Executive Summary

Each Proposer shall submit a Letter of Interest and Executive Summary of the submission. Submission of the Letter and Executive Summary will constitute a representation that the Proposer is willing and able to perform the commitments contained in the Submittal.

An authorized Proposer must sign the letter to fulfil the commitments contained in the proposal. In the letter, the Proposer must:

- Identify a contact (with contact information including telephone, mailing address and email address) for future communications regarding the Submittal.
- Confirm awareness of all addenda to the RFQ.
- Acknowledge having read the draft Contract attached hereto as Appendix B and agree to execute a contract in the same form if selected; and
- Confirm ability to comply with the insurance requirements listed in Appendix B to the draft contract within five (5) business days of receipt of a Notice of Intent to Award a Contract.
- Confirm that they have reviewed and understood the requirements in Section 3.3 of this RFQ and will abide by those for the duration of the contract term and any extensions.
- Confirm that they fully understand the requirements listed in Section 3.3 above and will comply with those requirements.

4.2.2 Proposer Profile

- Proposer information to include full name(s), any trade or fictitious business names, location and contact information for headquarters and any other offices that may meet the San Francisco Unified School District needs under any contract awarded pursuant to this RFQ.
- Type of business entity, registration or incorporation information, ownership information to include names of business owners and percentages owned and the senior management.
- Background and experience of key personnel who will be assigned to San Francisco Unified School District, and their contact information. As a supplement to this and not an alternative, detailed resumes can be attached as an appendix.
- Knowledge of and experience with providing transportation services in the San Francisco Bay Area.
- Number of years the proposer has been providing the services outlined in this RFQ.
- Number and types of clients the Proposer currently provides such services to.

4.2.3 Proposer Qualification and Experience

- Proposer's qualifications and experience providing the services requested in this RFQ.
- Proposer's capacity to provide the services requested in this RFQ given its commitment to providing similar services to other clients.
- Three (3) references that demonstrate successful performance for work of similar scope as specified in this RFQ during the past three (3) years. References should include at least one K to 12 public school Districts.

4.2.4 Approach

- Describe how the Proposer will organize with providing the requested services.
- Describe any existing or proposed processes for the District to order vehicles. Include the following in the description:
 - Any ordering systems or platforms. (i.e., web-based, telephone, or email).
- Describe any existing or proposed protocols for maintaining contact with the driver and the vehicle from the time driver leaves the depot by picking up students and dropping off students within its District.
- Describe the Proposer's emergency response program including a step-by-step instruction or guide for the driver if an event rises to the level of an emergency or vehicle breakdown during a trip. Discuss information relating to the safety of the students, vehicle replacement, and trip continuance.

4.2.5 Equipment and Documentation

- Details of all vehicles that are proposed to be used by the proposer to provide the requested services.
- Copies of the following as applicable:
 - SPAB certificate of transport K – 12 grade students in the State of California for school related activities such as field trips, sporting events and proms.
 - Motor Carrier Permit issued for operation in the State of California (If operating Motor Coaches)
 - CA School Bus Contractor License. (If including school buses in the bid)

4.2.6 Customer Service and Billing

- Provide customer service single point of contact 24 hours a day, 7 days a week, 365 days a year for District users to contact during bus trips issuing and

scheduling, service, quality, bus breakdowns or other issues that arise and require immediate remedy by the Contractor.

- Describe details of the customer service program to include:
- Protocol regarding returning telephone and/or email messages, and any other protocols related to quality customer service.
- Complaint and dispute resolution processes include steps for escalation and mitigation.
- Provide details of invoice and billing program including processes for resolving billing disputes.

4.2.7 Additional Information

- Provide details of the following as applicable to the Proposer and/or any of the parties identified in response to the first three points of Clause 4.2.2 above.
- Any actual or pending litigation or arbitration in relation to the provision of transportation services whether as the plaintiff or the defendant.
- Any actual or pending litigation or arbitration in relation to professional misconduct, bad faith or any acts of moral turpitude, discrimination, or sexual abuse and/or misconduct.
- Any actual or pending disciplinary action and/or investigation by any regulatory agencies.
- Any contracts terminated for convenience or default in the most recent five (5) years.
- Details of any transition or deployment plans including timelines and lists of the required resources needed.
- Distinguishing features from other transport service providers.

4.2.8 Rates of Services

Proposers should download and use Appendix C - Fee Proposal to present their rates. Please note that the rates will not form part of the evaluation criteria for the award of contracts but will be used during trip scheduling to determine the cost and to verify eventual billing charges. Please be further advised that the services will be provided on an as-needed basis.

Rates are to be firm for the initial term of the contract. The Contractors will be allowed to escalate their Fiscal Year 2028 - 2029 billing rates based only on the annual percentage change of the Consumer Price Index ("CPI") for the San Francisco Bay Area for Urban Wage Earners and Clerical Workers. The Contractors should request an escalation of rates no later than thirty (30) days before the annual anniversary (July 1, 2028) of the award of the contract to them. In no event shall the amount of increase, if granted by the District, exceed two (2) percent annually. The requests should be submitted to the District employee that will be designated to receive notices in the contract.

All requests for escalation of rates should include evidence of the change in the CPI for the San Francisco Bay Area for Urban Wage Earners and Clerical Workers. Failure to request an escalation of rates no later than thirty (30) days as required or to provide evidence of the basis of the request may result in a denial of the request. The District will review all requests for escalation of rates within thirty (30) days of receipt and notify the requester of either approval or denial. If approved, the new rates will become effective on the anniversary date of the contract or later. In no event will the start of the new rates be backdated unless it can be shown that there was a delay in the part of the District in reviewing the request for escalation of rates.

4.2.9 Minimum Qualifications Certification

Proposers should download, complete, and submit the Appendix A - Minimum Qualifications Certification. Any proposals submitted without a completed Minimum Qualifications Certification will be deemed nonresponsive and will not be accepted.

4.2.10 Release of Liability

Proposers should download, complete, and submit the Appendix D - Release of Liability form for each Reference information they submit. The references should be the same three that are disclosed in response to Section 4.2.3 above. The references will be asked to verify Proposer's experience including length and level. In addition to other things, the information provided will be used in determining if Proposers meet the minimum qualifications. Proposers should therefore ensure that they only submit references that have first-hand knowledge of the information and can verify that information.

4.3 Proposal Submission

Proposals must be submitted as Portable Document Format (PDF) attachments to an email addressed to (Insert Contact email). The Cost Proposal must be submitted as a separate attachment. Thus, each email Submittal must have a minimum of two attachments, a technical proposal, and a cost proposal. The email must be a direct

email to the address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **PROPOSAL SUBMISSION FOR SPAB SERVICES**. Proposals received other than through email or after the due date and time shall not be accepted.

5.0 District’s Evaluation / Selection Process

5.1 Overall Evaluation Process

This section describes the San Francisco Unified School District criteria for analyzing and evaluating the Proposals. It is the District’s intent to award a contract to the Proposer that will provide the best overall service package for it. This RFQ does not in any way limit the District’s right to solicit contracts for similar or identical services if, in the District’s sole and absolute discretion, it determines the Proposer is not fully capable of satisfying its needs.

5.2 Evaluation Panel

The District intends to evaluate the Submittals generally in accordance with the criteria detailed below. The District will convene a panel whose membership will include people with knowledge of the services requested through this RFQ to evaluate and score the Submittals. To do this, the panelists will review the written proposals and attend the presentations.

5.3 Evaluation Phases

The evaluation process will consist of the phases specified below with the following allocation of points:

Evaluation Phase	Maximum Points	Comments
Minimum Qualifications	Pass/Fail	Must pass to continue to the next phase of evaluation
Technical Proposal	100	Total of all panelists’ scores divided by number of panelists
TOTAL	100	The top-ranked Proposer will be selected for negotiations and contract award

Minimum Qualifications (Pass/Fail)

The Submittals will be reviewed by the District’s Procurement Department staff for minimum qualifications. The evaluation results at this phase shall be based on pass/fail

criteria. Only those Submittals that meet the minimum qualifications will be advanced to the next phases of the evaluation.

The District has established the following requirements as the minimum qualification for participating in this solicitation event:

1. SPAB certificate to transport K – 12 grade students in the State of California for school related activities such as field trips, sporting events and proms.
2. Copy of current CHP Motor Carrier terminal Inspection
3. Current State of California Highway Patrol (CHP) Safety Compliance Report/Terminal Record Update (form number CHP 343).
4. CA School Bus Contractor License. (If including school buses in the bid)
5. Three (3) references demonstrate successful performance for work of a similar scope as specified in this RFQ during the past three (3) years. References should include at least one K to 12 public school Districts.

Proposers must complete and submit an Appendix A - Minimum Qualifications Certification in the form of herewith with their proposals.

Contents of Technical Proposal

The Proposals that meet the minimum qualifications requirements will be advanced to the next phase of the evaluation, which is the panel review of the technical proposal. The evaluation panel will review the contents of the technical proposals and evaluate the Proposers based on the information therein. The technical proposals will be evaluated and scored according to the criteria set out on the table below. The total panelists' scores for each Proposer will be divided by the number of panelists to arrive at an average score for that Proposer. Under this formula, if a proposer receives a total panelists' score of 200 points and there are five (5) panelists, that proposer's average score will be 40 ($200/5 = 40$). The maximum point possible for this phase is 100.

Table of Criteria and Points Allocation for Technical Proposal

Evaluation Criteria	RFQ Section	Maximum Points Possible	Points Awarded
Letter of Interest and Executive Summary	4.2.1	10	
Proposer Profile	4.2.2	10	

Approach	4.2.4	20	
Equipment and Documentation	4.2.5	20	
Customer Service and Billing	4.2.6	20	
Additional Information	4.2.7	10	
Required Submittal:			
Qualification Certification	4.2.9	5	
Release of Liability	4.2.10	5	
TOTAL		100	

Final Ranking

At the conclusion of the evaluation phases, San Francisco Unified School District will tabulate the scores for each of the Proposers and rank them from the highest to the lowest.

Reference Checks

The District staff will review and check the references for the highest ranked Proposer. The references will be asked to verify the Proposer's experience in providing the requested services, the quality of services and staffing provided to prior clients, as well as adherence to schedules/budgets and Proposer's problem-solving, project management, communication abilities, performance on deliverables and outcomes, effectiveness in meeting or exceeding project objectives. The proposers must provide with Submittals, a Release of Liability for checking references, consistent with Appendix D.

6.0 Contract Award

The District intends to award at its discretion, multiple Proposers to provide the services. Following on the evaluation and ranking of the Proposers, the District will select Proposers to commence contract negotiations with.

The selection of any proposal shall not imply acceptance by the District of all terms of the proposal, which may be subject to further negotiations and approvals before the District may be legally bound thereby. If a satisfactory contract cannot be negotiated at a reasonable time the District, in its sole discretion, may terminate negotiations with that proposer and begin contract negotiations with the next highest ranked proposer. The

selected proposer will be required to enter into an in the form of the **Organization/Professional Services Agreement**, attached hereto as Appendix B - Form of Contract. Failure to timely execute the contract, or to furnish all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The District, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

A contract made pursuant to this RFQ shall have an initial term of three (3) years, with two (2) options to extend, one (1) year at a time. The maximum contract period shall not be more than five (5) years.

6.0 Terms for Receipt of Proposals

6.1 Errors and Omissions in RFQ

Proposers are responsible for reviewing all portions of this RFQ. Proposers are to promptly notify the District in writing, if they discover any ambiguity, discrepancy, omission, or other error in the RFQ. Any such notification must be email to [Insert Email Placeholder] promptly after discovery, but in no event later than **5:00 P.M. (PST) on Monday March 31, 2025**. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **ERRORS AND OMISSIONS FOR SPAB SERVICES**. Modifications and clarifications will be addenda as provided below.

6.2 Questions and Objections Regarding the RFQ

Any questions and/or objections concerning the substance of this RFQ including the Scope of Work, requirements, and evaluation criteria must be email, in writing, via email to (NEED TO ADD EMAIL) by **5:00 P.M. (PST) on Monday March 31, 2025**. Any questions concerning the RFQ process shall be email no later than 48 hours prior to the proposal due date to the same email address. The email must be a direct email to this address; it cannot be a “reply” or part of a thread. The subject line of the email must state: **QUESTIONS FOR SPAB SERVICES**. Proposers who fail to do so will waive all further rights to protest, based on these specifications and requirements.

If necessary, a “Questions and Answers” document will be developed from all submitted questions and posted on the District’s [Contracting Opportunities](#) portal. It is the responsibility of the Proposer to check the portal for the Questions and Answers document and any addenda.

6.3 Change Notices

The San Francisco Unified District may modify the RFQ, prior to the proposal due date, by issuing an addendum, which will be posted on the District's [Contracting Opportunities](#) portal. Proposers shall be responsible for ensuring that their proposals reflect all RFQ addenda issued by the District prior to the proposal due date regardless of when their proposal is submitted. Therefore, the District recommends that proposers visit the portal frequently, particularly during the run up to the proposal due date, to determine if they have downloaded all addendum/addenda and documents.

6.4 Term of Proposal

Submission of a proposal signifies that the proposed services and fees/cost are valid for 120 calendar days from the proposal due date and that the quoted fees are genuine and not the result of collusion or any other anti-competitive activity.

6.5 Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. Any changes or updates to an initial proposal must be submitted by the specified deadline, as the original proposal's due date. In no case will a statement of intent submitting a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the District may require a proposer to provide oral or written clarification of its proposal. The District reserves the right to make an award without further clarifications of proposals received.

6.6 Errors and Omissions in Proposal

Failure by the District to object to an error, omission, or deviation in the proposal will in no way modify the RFQ or excuse the proposer from full compliance with the specifications of the RFQ or any contract awarded pursuant to the RFQ.

6.7 Financial Responsibility

The District accepts no economic responsibility for any costs incurred by any proposer in responding to this RFQ. Submissions of the RFQ will become the property of the District and possibly used by the District in any way deemed appropriate.

6.8 Reservation of Rights by the District

The issuance of this RFQ does not constitute an agreement by the District that any contract will be entered into by the District. The District expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, proposal, or proposal procedure.
- Reject any or all proposals.
- Reissue a Request for Proposals.
- Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment, or services to be provided under this RFQ, or the requirements for contents or format of the proposals.
- Procure any materials, equipment or services specified in this RFQ by any other means; or
- Determine that no project will be pursued.

6.9 No Waiver

No waiver by the District of any provision of this RFQ shall be implied from any failure by the District to recognize or act on account of any failure by a proposer to observe any provision of this RFQ.

7.0 Protest Procedures

7.1 Protest of Contract Award

Within five (5) working days of the District's issuance of a Notice of Intent to Award the contract, the sixth highest ranked Proposer may submit a written notice of protest if it believes that the District has incorrectly selected another proposer for the award. Such a notice of protest must be received by the District on or before the fifth working day after the District's issuance of the notice of intent to award. The notice of the protest must include a written statement specifying in detail each one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure, or RFQ provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the District to determine the validity of the protest.

7.2 Delivery of Protests

All protests must be received by their respective due dates. Protests must be received by email to **cannonc@sfusd.edu**. The email must be a direct email to this address; it cannot be a "reply" or part of a thread. The subject line of the email must state:

PROTEST FOR SPAB SERVICES. Protests sent by any means or format other than as

specified here or that are not received before their respective due dates will not be considered.