



Office of Business, Finance and Planning
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TO: School Committee
Kathleen Smith, Interim Superintendent

FROM: Liam Hurley, Assistant Superintendent, CFAO
Sean Mannion, Director of Finance
Kerry Mastroianni, Purchasing Manager
Regina Moody, Transportation Director

DATE: January 9, 2023

RE: 5 Year Contract Term Request for Special Education Transportation

The School Department is planning to go out to bid for our Special Education Transportation Services shortly. We are requesting the School Committee approve a 5 year contract term for our Special Education Transportation contract.

Because this contract will be for Special Education Services, it is technically exempt from the 30B purchasing requirements and therefore from the requirement of School Committee approval. However, as it is out of the ordinary to enter into an agreement for more than 3 years on any contract (for reasons including our ability to regularly solicit quotes for best pricing, etc), it is recommended as a best practice to seek the School Committee's approval.

Historically, we have executed a 3 year contract for our Special Education Transportation vendors, but have executed a 5 year contract for our Yellow Bus contract.

We believe a 5 year contract for Special Education Transportation will give us better pricing as this allows the Contractor(s) to spread their vehicle costs out over 5 years instead of a 3 year term. Additionally, it may entice other vendors to bid given the additional length of the contract.

If acceptable to the School Committee, we will also request the City Council to approve, as they have done for our Yellow Bus contracts.

We look forward to any questions you may have.