

transfinder

120 Erie Boulevard
Schenectady, New York 12305

July 9, 2012

Ms. Connie S. Hill
West Virginia Department of Administration
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305-0130

Dear Ms. Hill:

Re: RFI EDD377015


Thank you for the opportunity to submit our White Paper in response to RFI EDD377015 from the West Virginia Department of Education (WVDE), in support of the Office of School Transportation. We believe that the enclosed White Paper responds to the WVDE's request for information on how Transfinder could provide an analysis of West Virginia's school bus routing system, with the goal of identifying realizable cost savings.

Our analysis includes a summary of our expertise in providing efficient and cost effective school bus routing solutions for more than 1,500 school districts in the United States and Canada. It also includes recommendations specific to West Virginia in meeting and overcoming the mapping and data challenges inherent in certain counties in the state.

As the approved contractor for the state of Maine, we also offer a brief analysis of how we deployed our software solutions to districts throughout the state, providing the WVDE with the option of standardizing on one vendor to ensure consistency and cost savings. We also include for your consideration the option of hosting a system rather than installing a system within individual districts as a cost savings measure.

We look forward to assisting the WVDE in its efforts to provide safe, yet more affordable school bus routing for its students throughout the state.

Sincerely,


Barbara Kane Pilliod
Vice President, Marketing

Enclosure

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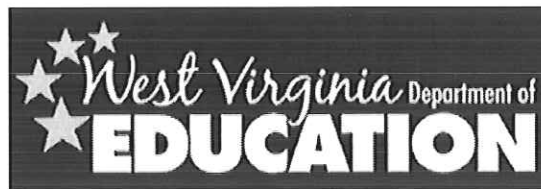
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transfinder

Analysis of West Virginia's School Bus Routing System With the Goal of Realizable Cost Savings

White Paper
prepared for:



Connie Hill
West Virginia Department of Education (WVDE)
Office of School Transportation
2019 Washington Street, East
Charleston, WV 25305

RFI # EDD377015
Opening Date/Time: July 12, 2012/1:30pm

Submitted by:
Transfinder® Corporation
120 Erie Boulevard
Schenectady, NY 12305

www.transfinder.com
1.800.373.3609

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WHITE PAPER
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PURPOSE

Transfinder is pleased to provide the West Virginia Department of Education, Office of School Transportation, with this white paper, which responds to your requests for an analysis of the state's school bus routing system with the goal of achieving realizable cost savings.

As rightly stated in the RFI #EDD377015, computerized school bus routing technology creates efficiencies and may save transportation costs through a variety of ways, including optimizing routes and bell times, and reducing miles traveled and associated fuel costs. Routing technology also reduces administrative costs associated with producing routes manually, managing and storing paper files, and responding to phone calls on routing questions.

The purpose of this white paper is to provide the benefits and potential costs savings the WVDE can realize from establishing or promoting a statewide initiative that enables most, if not all, of its 55 county school districts to use bus routing technology. The analysis will show how a computerized routing system enables districts to more safely, efficiently, and cost effectively transport their students.

Based on our experience with county school districts in both high density and sparsely populated rural communities across the country, Transfinder understands and appreciates the challenges county districts deal with everyday. Our implementation and training professionals on our Client Services team know how to help them overcome these challenges to successfully implement and use our routing software solution.

We can apply this experience to helping West Virginia solve its topography and mapping challenges, which are obstacles to implementing a routing software system in the state's low density and sparsely populated counties. Over time, GPS data can be used by our client and professional services teams to assist districts in creating efficient routes, which will help overcome the paucity of good map data in some of the West Virginia counties.

Transfinder's client services team also brings experience with helping rural county districts address their needs for accurate student data. We understand that West Virginia has a program to gather 911 addresses for emergency response and homeland security purposes. We also understand that many local communities use P.O. Boxes for their mail and, as a result, student

data in your student information system, WVEIS, contains more P.O. Boxes than it does real-world addresses.

While this may work for accurately mailing information to parents and guardians, it will not work for the accurate geocoding of students' home locations. Correctly assessing a student's home location is necessary to ensure safe bus stop locations. Transfinder's software tools enable the transportation department to create safe bus stop locations by visualizing not only the student's home location, but how each student will walk to their assigned bus stop. Routefinder Pro leverages aerial footage from Microsoft Bing, and Google street view to provide the router with a real world view of each bus stop coverage area. In areas where a stop location is determined to be unsafe, the router can assign that student for an individual bus stop. Our approach point functionality is a safety feature in our software that automates the approach a bus takes to a stop. This ensures that students can embark and disembark on the right side of the bus, minimizing student's crossing in dangerous zones.

Despite the challenges of adequate mapping and accurate student data, Transfinder believes we have the expertise and experience to analyze these challenges and make recommendations as to how our software system and services can be used to overcome them. For example, our Professional Services team can perform a one-time data conversion which would only require updates in the future. They would advise county districts on how best to secure student addresses for those students requiring or requesting transportation. This team also can recommend several ways in which routing technology can achieve greater efficiencies and cost savings for individual districts or for a statewide program. We welcome the opportunity to help West Virginia achieve these goals.

COMPANY EXPERTISE

Transfinder was founded in 1988 and is incorporated in New York State. The company has been in business for 24 years and is the largest privately held firm exclusively dedicated to serving K-12 school districts and the school bus transportation industry.

Recognized as one of the easiest and most intuitive and versatile methodologies for transportation routing, scheduling, planning and communications, Transfinder's solutions enable school districts to provide:

- Safe, efficient, and cost-effective student transportation;
- Seamless GPS integration;
- Optimal fleet maintenance;
- Comprehensive field trip management;
- District-wide communications; and
- Online outreach to parents and the community.

Used extensively by more than 1,500 school districts in 47 states and Canada, Transfinder is the industry leader in several states, including Maryland, Maine, Massachusetts, Mississippi, New York, and Texas. The company also holds approved vendor status in Idaho and Illinois.

We are committed to generating superior value for our clients by delivering safe, efficient, and cost-effective solutions combined with “best in class” service. Our staff of 60 skilled professionals is committed to establishing and maintaining a long-term relationship with every client that is built upon respect, confidence, integrity, and mutual trust.

Our technical approach is based on meeting the requirements of the IT environments in which our school districts operate in a manner that offers the lowest cost of ownership, while providing our clients with the ability to transport their students in the safest, most reliable, and most efficient manner.

Our Professional Services staff uses a district’s familiarity with its unique geographic and demographic profile and works cooperatively with the district to ensure that solutions are realistic and cost effective. Our professional services staff helps with:

- Full-service routing implementation services, particularly for a district with limited staff or challenging topography;
- Demographic analysis for boundary planning for a district projecting population increases school closures, or changes in its student population; and
- Routing analysis and reduction for cost savings for clients facing budget shortfalls.

Routefinder Pro and integrated Transfinder software also offers additional or “ancillary” benefits that, though related to and/or necessary for routing, can assist transportation departments and districts in ways other than the software’s strict intended or primary purpose. In some cases, districts have not used Routefinder Pro as their primary routing tool, or have found large-scale

efficiencies and admittedly kept the software for ongoing district organizational and data management. However rare, these districts identified the unique benefits of using Transfinder software for purposes other than routing, and utilized it for alternative means. These include but are not limited to the following:

Student, Staff and Vehicle Data

SIS (Student Information System)

In some cases, the data collected and manipulated in our routing software has been used as an ad hoc Student Information System, or SIS. Administration uses the software as a student and staff database for multiple purposes, many of which are described below.

For efficiency and safety purposes, the school often views the transportation department as a source for the most “clean” and organized student/staff data in the district. This is especially true for districts that lack the budget and human capital to purchase and manage a large-scale SIS, or do not see the need to organize their data in the same manner necessary for the transportation department to safely and efficiently transport students. At its core, the need for clean data precipitates the need to share transportation data, and assists the school in cleaning up data by establishing new data collection protocols and processes by modeling them after the transportation department’s model. This assists them in altering the daily behaviors of the people responsible for inputting school data, including front-office administrative and/or additional operational staff.

Student Data

In addition to the purposes mentioned above in SIS (Student Information System), student data management can include managing student and parental contact information, alternate sites (daycare, students in multiple home locations, trade or vocational schools, sports and extracurricular activities, etc.), and other vital information. In addition, districts use Routefinder Pro to manage the needs of special needs students, students with allergies, attendance (*see below*), school suspensions, and more.

Driver Data

Routefinder Pro can effectively assist the user in storing, organizing, and tracking crucial driver data, including driver photos, home addresses and other contact information, medical, social security, DMV and criminal records, etc. Using staff-specific “reminders,” users can request that the application alert or “remind” them of crucial licensing and testing expiration and renewal dates, as well as their success or failure in obtaining the proper credentials and licensing. This can include fingerprinting, disciplinary and training records. Although Transfinder does not offer a financial software solution to specifically handle payroll

functions, Routefinder Pro does offer districts a user-friendly portal to store, maintain and track all employees, including hourly rates, overtime rates, and dates/times of availability.

Vehicle Data

For vehicle cost tracking, districts can use Routefinder Pro to track vehicle purchase price, salvage rate, and overall rate/mile to operate that vehicle. As mentioned elsewhere in this RFI, for more extensive cost tracking for all parts, preventive maintenance, repairs, fuel, and labor rates, we suggest the purchase of Servicefinder, our browser-based Fleet Maintenance application.

Attendance

Routefinder Pro allows for the compilation of attendance data, whether through manual calculation and data entry, or assisted with RFID (Radio-frequency Identification) or “swipe” cards, and its accompanying hardware. Though this application typically assists with routing safety and efficiency, it also can be shared district-wide for other purposes, including safety, disciplinary, or otherwise.

Disciplinary

Through use of user-defined fields, Routefinder Pro allows districts to log specific incidents requiring disciplinary action, including in-person and/or cyber bullying and other physical and verbal threats that can lead to the physical, emotional harm to persons, groups, and/or property.

Map Data

Prior to purchasing our software, many districts will have been using an archaic system of managing data, and in particular, GIS data. This is often referred to as the “pins and string” method. Student, school and stop locations are “pinned” on a physical map on a wall, and string is used to measure distance to stop, distance to school as well as the physical representation of the route itself. Sometimes various pin colors are used for “organization,” other times the same color. Besides the obvious drawbacks, even the best available physical maps cannot offer users the crucial information and flexibility they require to effectively build, maintain and change routes, keep students safe, and uphold district transportation policy.

Posted Speed Limits

Our maps give users the ability to view, edit and track Posted Speed Limits. This capability adds another element to the product to ensure student safety. By using posted speed limits on the base map, which is received upon purchase of Routefinder Pro, or by editing the map, users can effectively change the “line style” of the road using color and/or fill patterns to display different speed limits for roads, and/or changing speed limits on one road, including temporary changes due to road closures and various construction work. Local knowledge

may sometimes be superior to the data on the current map, and drivers may make decisions based on a “real-time” or onsite change that was not planned (road construction, local emergencies, etc.). Speed limit may be affected by these real-time changes.

With our software, users have the ability to modify these changes in posted speed limits. In addition, they can set different attributes for the posted speed limits for high-volume transportation times (“rush hour”) versus low-volume times, time of year, and weekends versus weekdays. One can quickly see how cluttered and disorganized this can become on a physical map. These changes can be printed and given to drivers on a minute-by-minute basis. Each bus driver can receive a physical manifestation of their map, which can alert them to current, new, or ever-changing speed limits.

Redistricting, School

If the district is not using Routefinder Pro for routing purposes, its Redistricting functionality could assist in the redistricting process prior to routing. The Redistricting functionality enables users to establish attendance boundary zones that can easily be manipulated to explore attendance options for your district. Routefinder Pro empowers users to visualize, analyze, and manipulate vital demographic data, yielding results derived from different “what-if scenarios.” Users can then choose the best-case scenario for the district and their constituency.

Routefinder Pro also helps you project future district enrollment and visualize the effects on your current infrastructure. By enhancing your information control, Routefinder Pro readily displays objective, quantitative data that serves as a catalyst for building a consensus among educational constituents and unites parents, students, teachers, administrators, and the community in future plans for the district. This includes reports that can easily be manipulated for their intended purpose, and presented in Board presentations, etc.

The following are reports generated to reveal current and projected results:

- Enrollment projections reports;
- Demographic distribution reports;
- Student listing reports,
- Street and address reports; and
- Transportation reports

In addition, this assists districts in consolidating schools, managing temporary school closings (due to construction, etc.), and in managing varying student registration patterns (such as that of military bases or other districts with a transient population).

Redistricting, Voting

In some instances, to share data and to consolidate services, counties have worked with schools to help establish, monitor and re-establish voter boundaries, using the current data

(see *SIS*) to establish student/parent locations, and to effectively geocode each address in the town/city, and/or county database. Using the physical representation of the data, Routefinder Pro can also be used to mail out information in provided MS Word templates. Voter boundaries can be drawn and redrawn, and voting locations can be input and communicated to the public through printed and online materials.

Orthoimagery (Microsoft Bing)

An orthoimage, or satellite imagery, is an aerial photograph geometrically corrected for uniform scale: the photo has the same lack of distortion as a map. Unlike an uncorrected aerial photograph, an orthophotograph can be used to measure true distances, because it is an accurate representation of the Earth's surface, adjusted for topographic relief, lens distortion, and camera tilt.

Transfinder uses Microsoft Bing to assist the client in the creation of a Geographic Information System (GIS). Our software can display satellite imagery as a layer on the district map, which allows the user to effectively and accurately edit maps, thereby giving them more accurate data. This includes editing of streets, adding text annotations or geographic symbols (such as hospitals, schools, and fire stations, etc.). If the user chooses to manually create routes, this can assist them in locating and geocoding student, school, bus stop, and alternate site locations that are accurate up to a yard, or three feet.

Hazards

Using satellite imagery described above, Routefinder Pro allows the user to zoom in and out to virtually “inspect” stop locations, looking for hazards such as blind turns, driver-obstructed views, high-traffic areas, medians, crosswalks, sidewalks, stop lights, unsafe and non-traversable roads, and insufficient and unsafe waiting areas where student/parent groups congregate.

Sex Offender Registry

Using a “quick link” to any available local or state-level registry/database, Routefinder Pro can access any data regarding local sex offenders. As with other data mentioned above, sex offender data can be displayed onscreen at any workstation with access to Routefinder Pro, and/or on a printed map, allowing district-wide access to offender photos, criminal history, and home location within the county and/or district borders. These include real-time changes to the database, allowing an extra level of confidence and security in transporting students, even if the transportation department is not using our software primarily for routing purposes.

Distances

Due to precise map viewing and editing capabilities (*see Parcels and Address Points below*); Routefinder Pro can accurately calculate distances between people and/or places, which is far more efficient and accurate than using a legend on a physical map. This assists in the

development and enforcement of student walk to stop and walk to school policies, often a valid point of contention in most districts.

Parcels and Address Points

Implementing and upholding school transportation policies requires precise data, especially when it relates to student safety and public contention. In the next iteration of Routefinder Pro, Version 11.0, due to be released in late, 2012, districts will be able to edit Address Points and Parcels, giving the district the ability to edit and maintain data with accuracy never before seen in routing software. Our access to County or Municipal GIS information, based on 911 or property tax data, allows Routefinder Pro to visually inspect a student's home address, which often include a physical representation of the parcel of land on which their house resides. Or, they can use an address point to represent the exact location of the house, the end of the driveway, or whichever location the District uses to officially calculate distances from home to stop and/or from home to school. Even if the District is not routing within the software, the accuracy this feature provides allows districts to set and defend many district transportation policies without needing to route buses. The ability to view this information assists schools in confidently making decisions and illustrating their defense in public and private presentations, etc.

Large Scale Map Printing

Lastly, Routefinder Pro can assist in creating large-scale maps using a map plotter. This allows a user to create a physical manifestation of all the data collected for use in software-based or manual routing, mentioned above as the "pins and string" method. Again, this includes student and school locations, posted speed limits, hazards, locations of sex offenders, etc.

REQUESTED INFORMATION

Transfinder's routing solution, Routefinder Pro, offers comprehensive planning and scheduling capabilities backed by our Client Services and Client Relations teams, who support our clients for the long term. With Routefinder Pro, you will be able to:

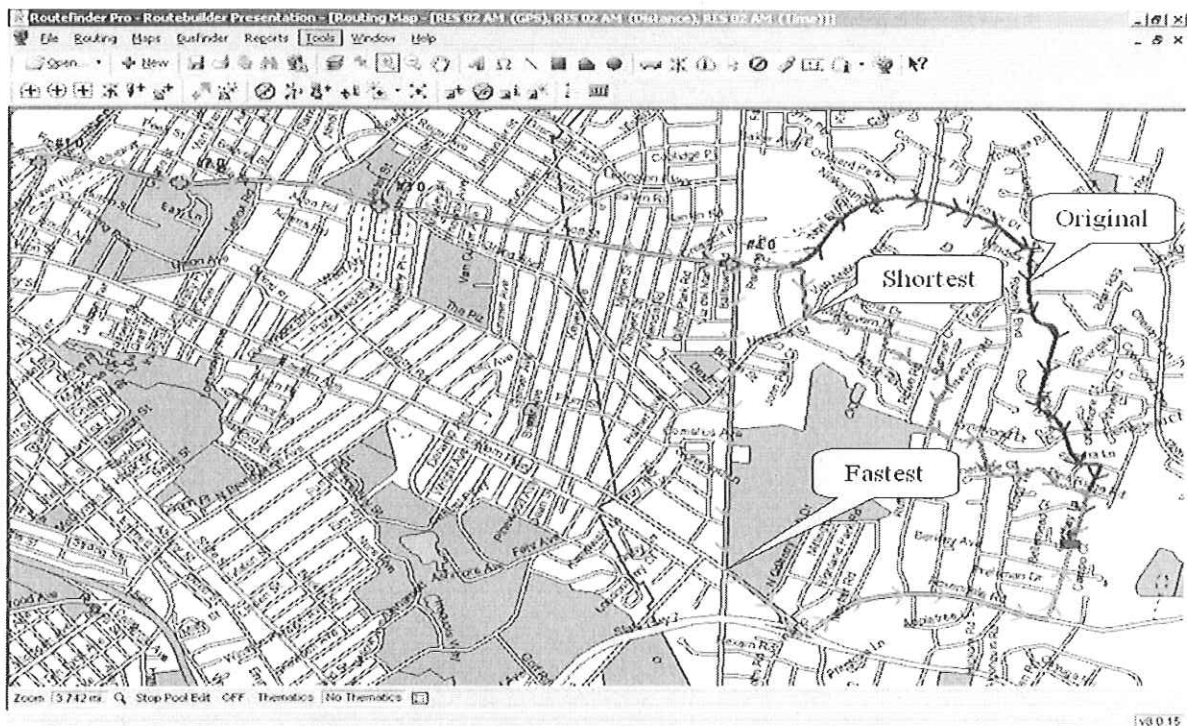
- Easily manage bus routes, students and drivers;
- Analyze bus routes and pickup sites, and quickly adjust to any changes;
- Track student attendance to ensure that you are providing transportation only for "actual" riders rather than "potential" or "assigned" riders;
- Create and analyze "what if" scenarios to continually improve service and lower operating costs;
- Seamlessly integrate with district-wide student information systems; and
- Increase efficiencies, enhance services, and reduce costs.

SCHOOL BUS ROUTING OPTIMIZATION

There is no “magic button” when it comes to pupil transportation. As a management and planning tool, Transfinder’s solution helps transportation professionals maintain safer, more efficient routes through improved information management and offers tools that simplify your business process. It is then you, with your expertise and experience interacting with the Transfinder software that yields quality results that are realistic solutions to the many routing and scheduling puzzles.

Routefinder Pro provides the ability for multiple levels of route optimization.

Path optimization – Once existing stops and route paths are entered into Transfinder’s routing system, users can run scenarios using existing stops in the current sequential order to analyze the driving path efficiency. This process produces a comparison of current route driving paths against alternative driving paths that could result in fewer miles traveled and/or less time on the road. The route data can be entered manually or recorded using our RouteBuilder GPS units.



1. **Original:** The original version will be the original route that was manually entered or captured via GPS. By using GPS data, the original route presents an exact replica of the

bus run as driven by the driver, including all stops, in sequential order, actual stop times and the actual driving path taken by the bus driver.

2. **Shortest Distance**: For the shortest version, Routefinder Pro's algorithm will optimize the driving path to reveal the shortest travel distance without re-sequencing the stops.

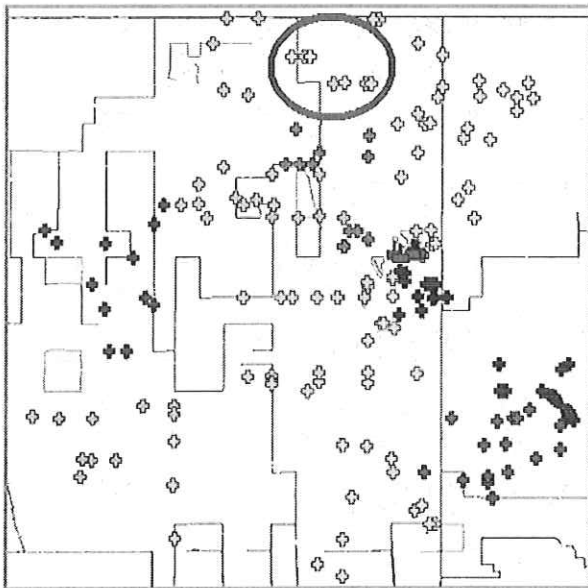
3. **Fastest**: For the fastest version, Routefinder Pro's algorithm will optimize the driving path to reveal the shortest driving time using routing speed data derived from the map.

You can then determine the most desirable routes based upon knowledge of the district.

Sequence Optimization

With this method, all current stops and students remain assigned to their original route and bus. Routefinder Pro's algorithm can suggest an alternative sequential order for stops for reducing miles driven and ride times. This is an extremely valuable tool for rural school districts, where each stop is at a student's home address, but the distance between bus stops can be several miles apart.

Route Overlap Analysis



As soon as your current routes are in the program, you can view all bus stops throughout your county - color coded by route - (Red is Bus 1, Orange is Bus 2, etc). By visualizing bus stops rather than bus routes, you can identify where routes might overlap. The users can then combine stops to optimize bus routes, or determine the bus stops are intentionally on different bus routes due to disciplinary issues or safety concerns due to local knowledge such as traffic or road accessibility.

Geographic Optimization

Routefinder Pro allows users to geographically select students and stops on the GIS map, and evaluate potential and actual rider data to determine the desired target load. Routefinder Pro can then create a route using that data, optimized for ride time or distance, or both. This is extremely valuable in more dense school districts where potential ridership might not match the actual ridership due to student's driving to school rather than taking the school bus. Maximizing capacity is one of the best ways to increase efficiency, as a majority of a school bus' operating cost is fixed due to transportation staff salaries, school bus depreciation and replacement costs.

Bell Time Studies

Transportation departments often face gaps between school bells that do not allow ample time to pickup and drop off students safely in the time window. Due to this time gap, school districts typically need to run additional school buses to stay within this time window, leading to decreased ridership and lower school bus utilization. Many districts could potentially eliminate buses if the delivery time between school bells was expanded. With that said, bell time studies are typically accomplished based on the unique geography, demographics, and district policies of an individual school. In West Virginia, each school district would need to conduct an analysis on whether expanding the bell time window will result in realizable savings. We would recommend our Professional Services Department work with each individual school district and the West Virginia Dept. of Education to determine which school districts would result in the biggest realizable cost savings.

MAPPING OF COUNTY SCHOOL SYSTEM

Transfinder incorporates Pitney Bowes MapInfo industry-leading, non-proprietary mapping technology with BING satellite maps into our application to offer advanced GIS functionality.

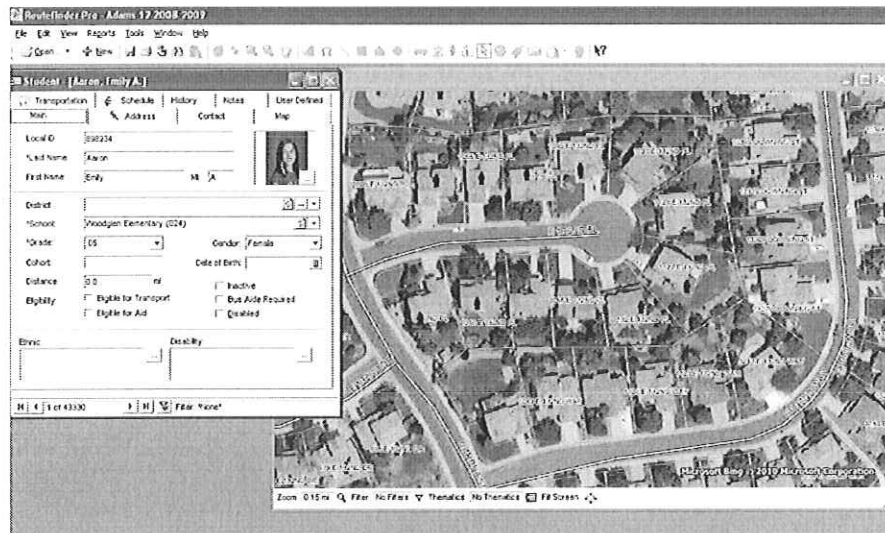
Our GIS capabilities:

- Utilize real-world (Lat/Long) coordinate systems;
- Utilize Parcel & Address Point data when available to increase geocoding accuracy;
- Utilize maps available from Transfinder or from local GIS or state initiatives;

- Includes the ability for a user to modify maps and update map data;
- Integrate both posted as well as routed speeds into the map; and
- Provide tools to seamlessly view data in both a table or geographic format.

Transfinder utilizes real-world latitude-longitude coordinate systems in our routing solution, enabling you to use parcel and address point data, when available, to increase geocoding accuracy. We use available county-wide maps and multiple county maps as needed and can also provide a commercially available GIS map for counties in West Virginia.

In addition, our system can be configured to automatically "geocode" geographic code addresses to a map in our system (find lat/long for each address); automatically find home-to-school distances and walk-to-stop distances; find stop and trip assignments; and notify district personnel in the morning of all changes resulting from the nightly feed.



With such accurate mapping capabilities, district transportation department staff can select a point, walkout, radius, region, or a user-drawn area on the map and the system will automatically show all data associated with the selected locale, including students, schools, streets, addresses, hazards, and stops. You can then respond immediately to requests from district administrators and personnel about a specific location. In addition, while routers are planning routes in Routefinder Pro, they can easily see on the map where students live (color-coded by school,

grade, special needs, or user defined preferences, etc.); and view student pick-up and drop-off locations, including which side of the street the students board the bus.

You also can view information on street data, such as speed limits (posted and routed); and one-way streets and cul-de-sacs. All of these features assist your transportation department in planning safe and efficient routes.

Routefinder Pro also can incorporate a variety of GIS data layers such as Parcel data, Ortho-Imagery or Satellite images, as well as your own personal “cosmetic” layers further enriching the appearance of a district’s GIS map.



For customers experiencing growth within a county district, Transfinder offers GIS Map Integration as an option over maintaining map data. We work with district and local GIS Agencies to develop processes and customized functionality that allow end users to download and import updated GIS map data on a regular basis.

Map editing tools provide our clients with the ability to add and edit any map to meet their routing needs. Combining GPS hardware with Transfinder’s Busfinder GPS software integration, roads that are not visible on the GIS map can be updated by using the gps data points from the vehicle’s path. This associated data can be easily integrated into existing maps with a few simple clicks.

West Virginia – Map Data Accuracy when Determining the Geographic Location (Geocode) of a Student

Transportation management software uses GIS tools to convert a student’s text address to a geographic location or geocode. The complexity of having accurate student information is that a

student might have an accurate mailing address, but it is different from his or her physical address. Since transportation management software is relying on two disparate data inputs, WVEIS for student information and local, state, or commercially available GIS map data, WVEIS might log a student's text address using their mailing address, while the GIS map data might be querying against a physical address. In addition, a street might have multiple naming conventions, such as Highway 50 or Main Street, which will cause data corruption when the software is conducting an automated geocoding process.

The implication of when student and map data do not match can result in (a) not clearly determining where a student lives geographically; or (b) assigning students to the wrong geographic location, which can cause the system to create unsafe bus stops.

For this reason, it is imperative that a transportation management software system allow the user to easily match student and map data when these two data sets are not an exact match.

Determining each student's geographic location is imperative to create both safe and efficient bus routes. Transfinder provides several tools in our software to alleviate this data problem, coupled with knowledgeable staff members who know how to train transportation staff and district personnel on how to increase the accuracy of the district's data inputs.

The following are tools developed by Transfinder to assist in overcoming inaccurate GIS map data:

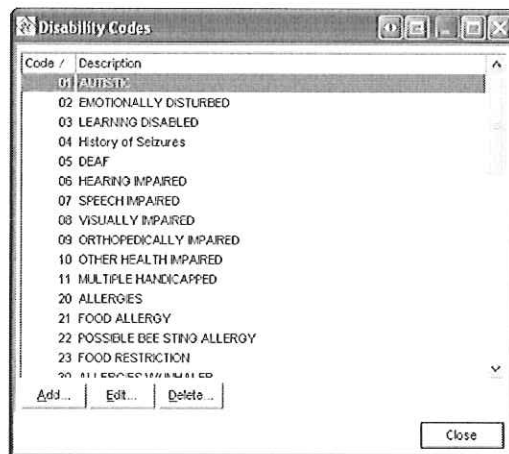
- **Geocode by Telephone** –Geocoding by telephone will query the database to determine if a student is geocoded with the same phone number. This is helpful for households with more than one student attending school.
- **Geocode by Stop** – When a student does not Geocode, but a bus driver can verify the student is at a Bus Stop, the user can assign the student a geocoded address at his or her designated bus stop.
- **Geocode by Parcel/Point** – The user can determine a student's Geocode address by manually pinning the student using the available GIS map data. By integrating with Microsoft Bing and by using Google street view where applicable, the user can clearly

determine where a student lives and can accurately determine where the student's driveway is on the map. Once a student is pinned, the system will keep his or her geocoded address until the student moves.

SPECIAL NEEDS ROUTING

Routefinder Pro provides the ability to coordinate unlimited transportation arrangements to alternative care facilities, education programs, and out of district providers with the same ease as routing general education students. Districts will have the ability to track student IEP transportation requirements to match vehicles with specialized equipment to specific medical conditions.

A key component of transporting students with special needs is tracking which types of disabilities are involved for each child. This can affect routing decisions in many ways, and it is important to track this information and share it with drivers as needed. Routefinder Pro allows districts to create their own list of disabilities based on their specific criteria. They can create an unlimited number of codes and descriptions.



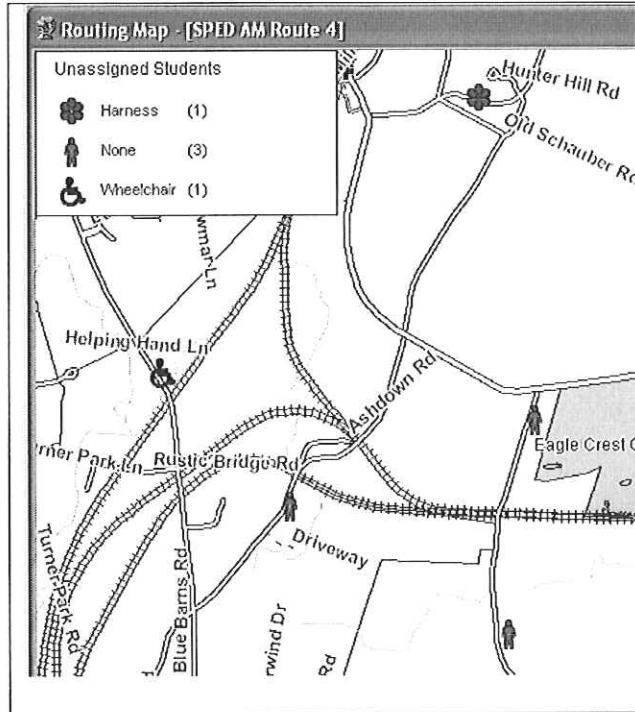
More importantly, because routing is such a visually intensive process, Transfinder provides the ability to provide unique representations associated with transportation requirements to assist routers in planning, such as thematics for special needs routing.

On any map in the program, thematics can be applied to color code students by any criteria, to help the user make good decisions.

For example, this routing map shows students color coded to show who needs a wheelchair or special harness. This can be applied to students with different transportation needs, for any criteria used by the routing team.

When routing, this can be important, as users might make different routing decisions.

Students can be shown differentiated by color symbol, etc.



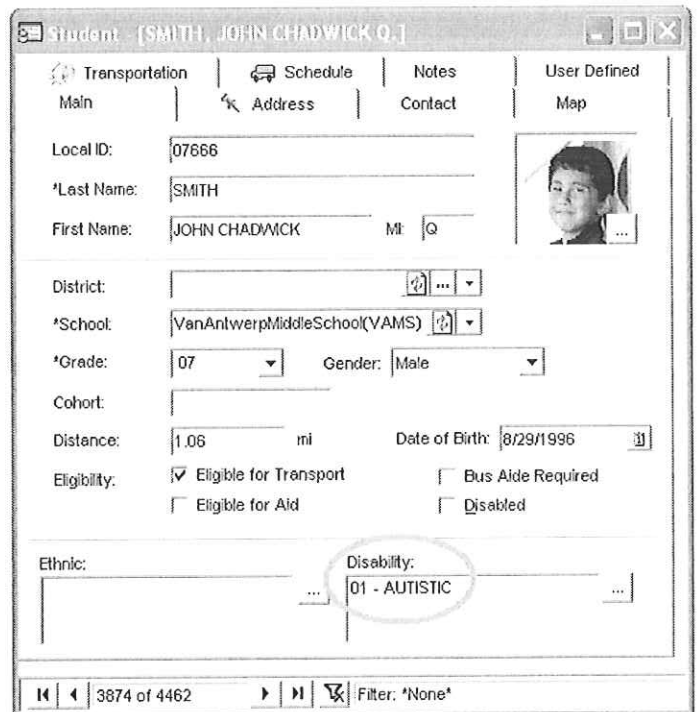
Routefinder Pro can store both common fields and customizable fields for districts to use.

Standard fields include:

- First & Last Name
- District
- School
- Grade
- Disabilities
- Eligibility
- Mailing Address
- Physical Address
- Parent & Emergency Contact Info

The student record also displays transportation requirements, current schedule, a map of student's location in relation to school, and more. When parents or district personnel call, district personnel can pull up any student record within seconds to answer questions.

Each student also has a "Notes" tab for special instructions.



Additionally, Routefinder Pro provides a wide range of customizable fields to be used for a district's unique transportation requirements. Our implementation team works closely with clients to customize these fields exactly as they want them. A specific example is how a disability may affect routing needs, such as requiring an individual aide, wheelchair lift, or a special harness.

FIELD TRIP SCHEDULING AND ROUTING

Transfinder's field trip management solution assists in the electronic management of field trip requests. The program can be set up to honor your internal request hierarchy. Email reminders may be set up for approval/denial, and the district can turn this notification on or off as it sees fit.

With built in and highly configurable security, our solution keeps district transportation supervisors in control. They can allow personnel to access data and reports they need, while at the same time ensure that more sensitive and/or non-pertinent features and information stay safely out of reach. For instance, a coach may only have rights to see field trip calendars and request transportation for a sporting event, while a school administrator can access student transportation records and run critical time-sensitive reports.

Each approval level receives notification of pending transactions that require their action. Users can then pull up those transactions or search on the calendar to approve or deny.

Transfinder City Schools							infofinder <i>le</i>
Home / Students / Trips / Field Trips / Reports / Options							
Field Trips							New Field Trip New Search View List
Request Submitted Level 2 Approved Level 3 Approved Level 4 Approved Denied Transportation Approved Cancelled Complete							
December 2010							
	Mon	Tue	Wed	Thu	Fri	Sat/Sun	
47	Nov 22	23	24	25	26	27	
						28	
48	29	30	Dec 1	2	3	4	
						5	
49	6	7	8	9	10	11	
			00042 Trip to Boston 00042 Basketball vs. Clifton	00043 Trip to Boston		12	

With Infofinder *le*, you can eliminate all the time-consuming paperwork for teachers, coaches and administrators in budgeting and arranging for field trips across your district.

- Completely automate the process of requesting, budgeting, approving and scheduling.
- Efficiently allocate and confirm transportation resources.
- Enable district personnel to submit field trip requests and monitor the status.
- Allow coaches and teachers to request vehicles for field trips, verify approvals, and see trip schedules on a calendar.

The field trip module can be configured to limit the lead-time required to assign resources and can define blackout dates where transportation is not available. Please also note in the sample request form below that the red text indicates required fields selected by the district.

The screenshot shows a web browser window titled "Infofinder le - Field Trip Edit - Windows Internet Explorer". The address bar shows "http://localhost:8080/infofinder/fieldtripedit.aspx". The browser's Favorites bar includes "transfinder.com", "Infofinder le - Login", "Infofinder le", "Servicefinder", and "Bing Maps". The page content features the "Transfinder" logo and the "infofinder le" logo. A breadcrumb trail reads "Home > Students > Trips > Field Trips > Reports > Options".

The main form is titled "Field Trip: [New]" and has tabs for "Main", "Notes", and "History". It contains the following fields and information:

- Required Fields:** *Required Fields; *All trips must be requested at least 10 full school day(s) in advance. (Next valid date 6/2/2011)
- Requested:** 05/19/11 15:27 PH By: Admin
- Status:** [New Request]
- Name:**
- School:** [Select One] (dropdown)
- Department:** [Select One] (dropdown)
- Activity:** [Select One] (dropdown)
- Account/Billing/Budget Code:**
- Depart Date:** **Time:**
- Return Date:** **Time:**
- Destination:**
- Contact:**
- Phone:**
- Notes:**

The status bar at the bottom shows "Local intranet" and "100%" zoom.

Field Trip detail reports provide the driver with all the crucial trip information including contact information, number of students, special requirements, etc. Summary reports can break out activity by account and school among other things.

Requesters or drivers also can easily get directions by clicking the 'Map It' button at the bottom of the request as shown below.

Trip Details	
Equipment:	[Select One] ▼
Classification:	[Select One] ▼
Number of Students:	43 ⇅
Number of Adults:	2 ⇅
Number of Wheel Chairs:	0 ⇅
Number of Vehicles:	1 ⇅
Estimated Miles:	62 ⇅
Estimated Cost:	\$0.00
Estimated Hours:	4.5 ⇅



Get Directions [My Maps](#) Print Send Link

Ⓐ 42 81810 -73 89080 (Niskayuna High School)
 Ⓑ 162 State Street Albany NY (Albany Museum)
[Add Destination - Reverse - Show options](#)

Driving directions to Albany Museum

Suggested routes

1. NY-5 E	27 mins
14.1 mi	
2. I-90 E	26 mins
18.2 mi	
3. NY-7 and NY-5 E	29 mins
18.3 mi	

Ⓐ Niskayuna High School
 Balltown Rd

- Head south on NY-146 W/Balltown Rd toward Rankin Rd
- Turn left at Union St

The program tracks department, trip type, school, location etc. It also includes the ability to track billing as needed.

SCHOOL BUS OPERATOR PAYROLL

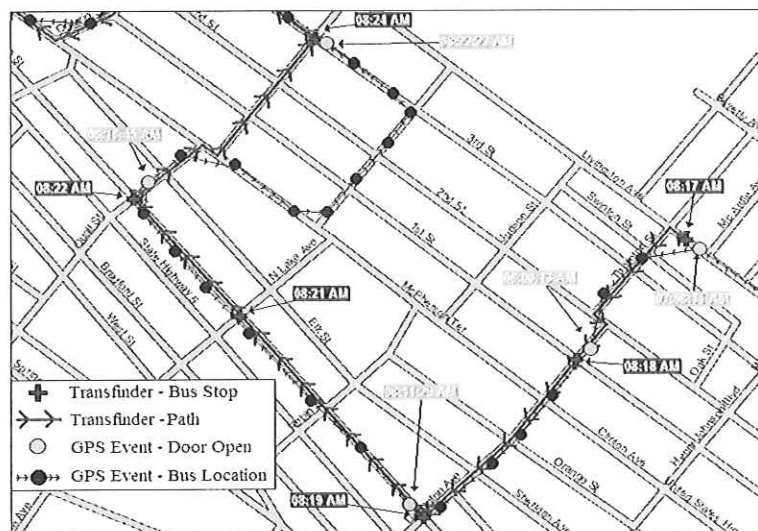
Routefinder Pro does offer districts a user-friendly portal to store, maintain and track all employees, including hourly rates, OT rates, and dates/times of availability. In addition to maintaining this data Routefinder Pro has the ability to track and report "Planned Route Hours".

This data can easily be exported out of and into any financial software package via a csv or flat file. Once the data is in the financial software an exception report can be generated for any drivers whose time has exceeded the “Planned Route” time or a predetermined threshold. The tracking of “Planned Route Hours” is essential when attempting to verify payroll for accuracy and will assist in reducing excessive labor costs. For vehicle cost tracking districts can track vehicle purchase price, salvage rate, and overall rate/mile to operate that vehicle.

Our fleet maintenance program, Servicefinder, provides more extensive cost tracking for all parts, preventive maintenance, repairs, and fuel as well as tracks all labor rates. The inventory tracking allows your staff to quickly and easily receive inventory, apply stocked parts to a work order, and submit requests for re-order.

GPS OF THE SCHOOL BUS

Transfinder offers Busfinder for GPS Integration functionality which is compatible with leading hardware providers. Busfinder integrates GPS data from leading hardware suppliers, including Zonar, into the Routefinder Pro software. This functionality is not only useful for comparing planned vs. actual route performance, it also enables you to modify maps and create bus routes using GPS data. Busfinder enables districts to view GPS data from a compatible GPS product on the primary routing system’s GIS map. The map below shows a comparison of the actual path driven by a bus along with the planned bus trip (route segment) within the Routefinder Pro system.



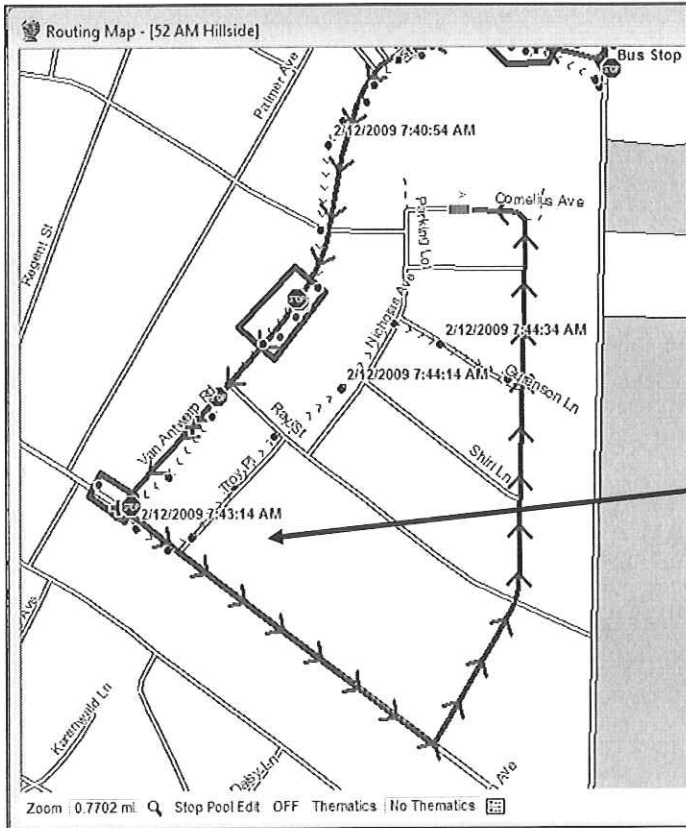
Routefinder Pro also has the ability to export Planned vs. Actual Route information to Google Earth, allowing you to view planned vs. actual data on a single screen within a no cost program with no need for additional licensing.

The combined power of Routefinder Pro and Busfinder allows the district to track and report on discrepancies in not only “Planned Route Hours” but also “Actual Route Hours”. Similar to exporting “Planned Route Hours” into a financial software package, the district can also export “Actual Route Hours” into the financial software. The tracking of “Actual Route Hours” will assist the district in gathering as much information as is available to ensure payroll reflects what is happening on the roads.

Vehicle Tracking

GPS units constantly collect precise location information, mileage, speed and idle information along with optional sensors for door open, amber lights, emergency door open and others. The tight integration between the hardware and Transfinder’s routing system offers several key benefits:

- Ability to view planned route and actual path on the routing map or export to Google Earth for another view
- Generate configurable notifications if a bus is speeding, off path or late
- Ability to change planned route to match actual
- Ability to create trips based on GPS data
- Ability to track engine on with no movement for idle reporting



Notice the Variance from the planned route

Alerts

Busfinder offers the option of alerting specific district personnel of any deviations in the planned path, speed, stop location and stop time; alerts are sent via text or email messages. The detail can be analyzed in the software.

Type	Vehicle	Time	Event	Location	Driver	Trip Name	On Path Status	All Stop Status	At Speed Status	Stop Name
GPS Location	418	07:35:05 AM	GPS Location	2606 LAKE RD	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:35:20 AM	GPS Location	2506 LAKE RD	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:35:36 AM	GPS Location	21 LAKE RD	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:35:51 AM	GPS Location	2303 LAKE RD	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:36:07 AM	GPS Location	1999 ROBERT E LEE DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
GPS Location	418	07:36:22 AM	GPS Location	2204 GENERAL DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
Motion Stop	418	07:36:28 AM	Motion Stop	1988 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	n/a	
Motion Stop	418	07:36:33 AM	Motion Stop	1988 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	n/a	
Motion Stop	418	07:45:39 AM	Motion Stop	1988 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	n/a	
Motion Start	418	07:47:45 AM	Motion Start	1982 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
GPS Location	418	07:48:00 AM	GPS Location	211 W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:48:16 AM	GPS Location	11 W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:48:31 AM	GPS Location	2307 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:48:38 AM	GPS Location	2613 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
GPS Location	418	07:49:33 AM	GPS Location	204 EL DORADO DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
Bus Stop	418	07:49:36 AM	Bus Stop	102 EL DORADO DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	CHESTNUT DR & EL
Motion Start	418	07:50:14 AM	Motion Start	2680 CHESTNUT DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
GPS Location	418	07:50:29 AM	GPS Location	2511 CHESTNUT DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:50:45 AM	GPS Location	2501 CHESTNUT DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
Motion Stop	418	07:50:51 AM	Motion Stop	2501 CHESTNUT DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	n/a	
Motion Start	418	07:50:55 AM	Motion Start	2010 CHIMARRON DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
Motion Stop	418	07:51:08 AM	Motion Stop	2001 CHIMARRON DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
Motion Start	418	07:51:13 AM	Motion Start	2405 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:51:28 AM	GPS Location	2307 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
GPS Location	418	07:51:43 AM	GPS Location	6 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:51:59 AM	GPS Location	1995 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:52:14 AM	GPS Location	1811 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:52:30 AM	GPS Location	1723 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:53:01 AM	GPS Location	1501 N W S YOUNG DR	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:53:16 AM	GPS Location	2022 DUNCAN AVE	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:53:32 AM	GPS Location	1904 DUNCAN AVE	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:53:47 AM	GPS Location	1802 DUNCAN AVE	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	OK	
Motion Stop	418	07:53:49 AM	Motion Stop	1802 DUNCAN AVE	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	n/a	
Motion Start	418	07:53:53 AM	Motion Start	1716 DUNCAN AVE	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:54:10 AM	GPS Location	1571 DUNCAN AVE	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	
GPS Location	418	07:54:26 AM	GPS Location	1405 DUNCAN AVE	DEGENHARDT, DAVID	418-KILLEEN HS-AM	On Path	n/a	Warning	

Exclusive GPS Implementation Service

The WVDE may consider using our RouteBuilder GPS Implementation Service at no additional charge.

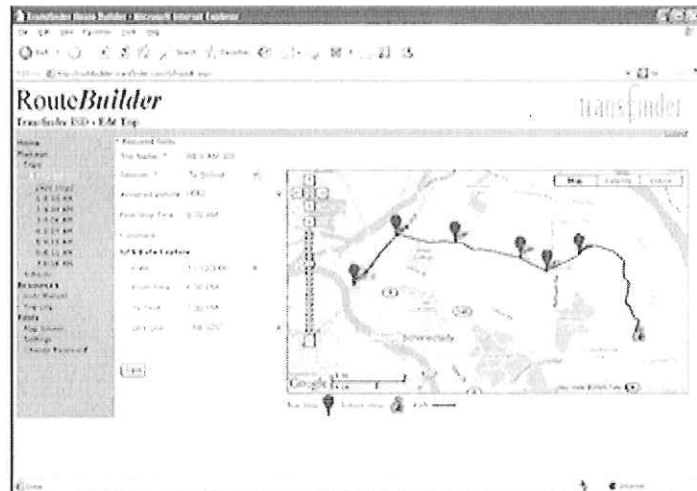


Transfinder loans the district several hand-held GPS RouteBuilder units. These units allow the district to record current bus route data, capturing bus path and stop locations with timestamps.

This tool can help the district implement faster, analyze sooner, and save money as quickly as possible. The district can immediately check for route overlap or stop sequence changes to reduce mileage.

Districts will be able to view the information within 24 hours to review the route, confirm accuracy, and ensure things are in order.

Each route can be downloaded into the Routefinder Pro system, and married with the appropriate student data to get the complete scenario of the route as it exists currently.



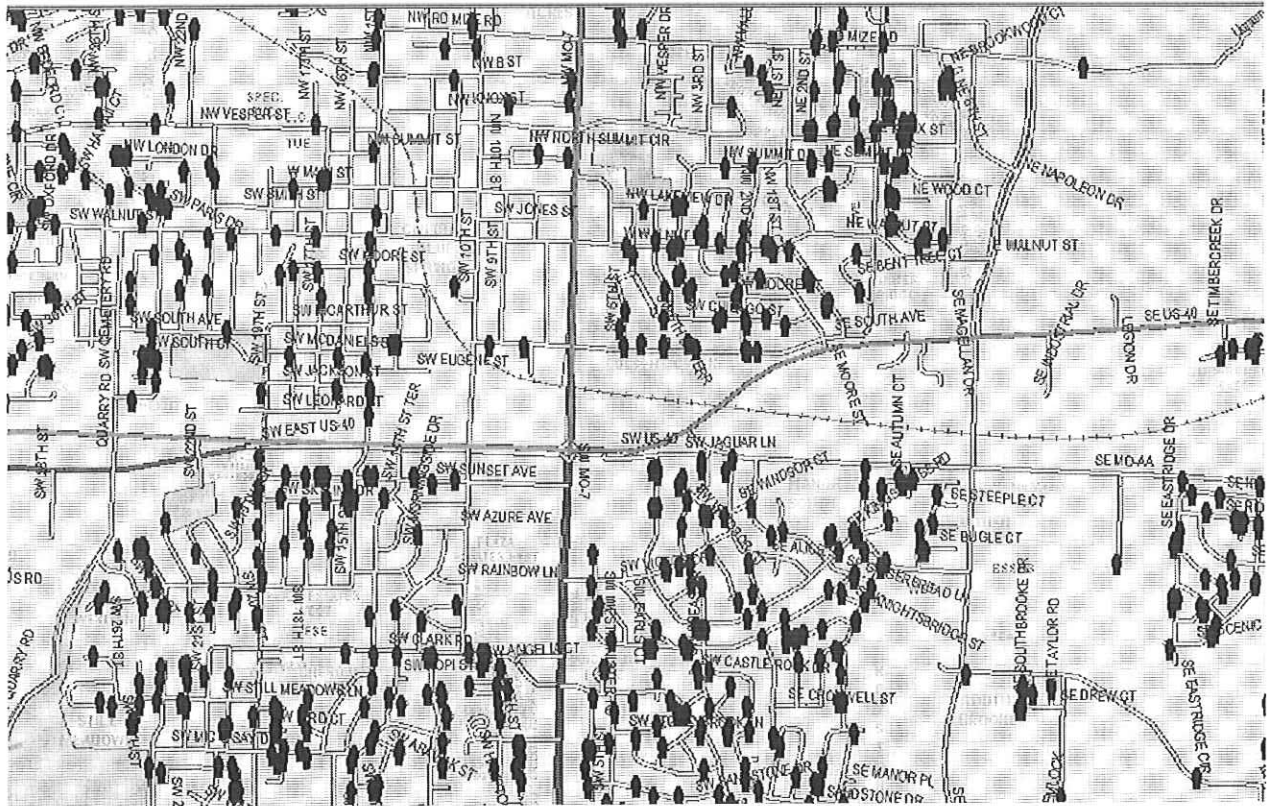
This initial capture of a district's runs is not required, but many new clients find it to be an excellent starting point for a project. It allows them to have a measurable start, with an exact view of how many miles are driven, how many stops, how many minutes on the road, etc.

COUNTY SCHOOL BOUNDARY PLANNING

Routefinder Pro provides districts with the ability to create and manage transportation eligibility and school attendance boundaries. One of the key features of redistricting is the ability to gather demographic information about the students who reside in a specific geographic boundary. In urban settings, the placement of students on the map is much more critical since the school boundaries tend to be in a tighter geographic area.

This feature also provides the ability to filter out specific data sets, for example, to exclude students attending private schools. Redistricting, coupled with the ability to create unlimited "what-if" scenarios, gives districts the power to create endless circumstances and identify the impact of making those changes. Numerous reporting options include:

- Enrollment projection reports
- Demographic distribution reports
- Student listing reports
- Street and Address reports
- Transportation reports



ROUTING EFFICIENCY AND COST SAVINGS POTENTIAL

In our experience with individual districts across the country, the decision to purchase bus routing technology for efficiency and cost savings almost always creates a dialogue. It starts with asking about the district and budget cuts. It then usually goes into a discussion about the district's/director's ability to manage reductions. Our experience shows that virtually every department can be reduced 5% simply due to normal mobility changes in demographics that are not considered on a daily basis. Depending on how many of the following changes are allowed by the district, savings could be exponentially increased. The more changes the district allows, the greater the possibility for additional savings. If data is available, we can provide a no cost estimate of the potential savings that can be realized before the purchase decision is made.

There are several areas which may generate efficiencies and thus savings by using bus routing technology.

Expanding Walk Zones Around Schools

There may be situations where students can safely walk to school that is allowed by current policy. Districts could evaluate walk zone potentials to see if stops could be eliminated and buses reduced.

Actual Riders Versus Potential Riders

Districts pay virtually the same costs for a bus to be operated regardless if it is full or virtually empty. The key is to maximize every available seat with actual riders. Maximizing utilized seating usually creates scenarios where stops can be eliminated if they are no longer used, buses may be able to make more stops in the allotted time, and potentially some buses can be eliminated.

Expanding Walk To Stop Distances

Districts may be able to find considerable efficiency by expanding student walk to stop distances. Many districts are not taking advantage of district guidelines and over a period of time have created stops closer to students than district policy suggests. Additionally, districts may choose to expand walk to stop guidelines for efficiency. Districts that have door to door pickup may be able to create congregation stops and reduce the number of stops and streets traveled. This allows more time to make additional stops with the same bus and again potentially eliminate buses.

Student Loading and Unloading Parameters

Some districts, particularly those making door to door stops, have longer times at each stop. Drivers may wait for students or parents, which shortens available service time. Some districts

also have policies where time to take students back to school is built in, which keeps buses from maximizing ridership.

Optimizing Buses In Current Routing Parameters

Districts that have not routinely reviewed routes for efficiency may have patterns where buses overlap service areas and may not be as efficient as possible. This process is followed by reviewing trip combinations for efficiency. Districts could consider not mirroring trips on routes to save time. Reviewing overall efficiency sometimes reveals areas where buses may be eliminated.

Shifting Bell Times

Many districts could potentially eliminate buses if the pickup and delivery time between bells was expanded. Transportation departments often face gaps between bells that do not allow enough time to fill the buses.

Student Pickup and Delivery Windows

Restrictive pickup and delivery windows may lead to inefficiencies in ridership. Excessive windows could be reduced to allow additional bus efficiency.

Expanding Student Ride Times

Like shifting bell times, the goal is to create more time to pick-up and deliver students. If students are allowed to ride longer, the buses can make more stops and potentially eliminate buses.

Balancing Tier Service

Some school districts face the situation where one tier of service is considerably larger than others. This creates a situation where additional buses are utilized to handle the large tier. If schools were shifted between tiers to maximize efficiency, buses could potentially be eliminated.

Utilizing Fleet Management Software

No plan for efficiency would be complete without the ability to track your fleet expenditures. Everything from fuel, tires, preventive maintenance, parts, and labor needs to be monitored and the ability to report on these and modify the plan is vital to an efficiently run fleet. A simple calculation of a vehicles "rate per mile" (operating cost) combined with a reassignment of less expensive vehicles to longer routes and frequent field trips can save a district thousands.

Using the Latest Web Technologies

Transfinder utilizes and offers a web hosted solution for small, medium and large-school districts. The hosted solution allows individuals and organizations to remotely access their data, without setting up a complicated infrastructure to do so. The client essentially “rents” space and bandwidth through Transfinder in order to implement, organize, secure and access software applications and data. This gives constituents a secure, convenient, cost-effective way to access their relevant data, making it possible for each district site to handle a large number of traffic, internally and externally.

A large number of accounts can be created and utilized, with each district user being given the ability to create their own usernames and passwords, as well as allowing the IT department to assist in establishing security, permission structures, etc., without having to monitor and maintain them on a high level in the future. Should any user leave the district or move into another department without access, we can easily remove them from the permissions or restructure them, based on their new viewing or editing rights.

In addition, hosting gives our Support Team 24/7 access to the district account and therefore the district data. All of the above helps to determine whether or not users of all backgrounds successfully utilize the applications. We have had recent success with a major, statewide hosted applications solution in the state of Maine.

For case studies on individual districts, which have realized considerable savings from using Transfinder’s software solutions, please visit www.transfinder.com/resources/case_studies.cfm

Statewide Program Option

Transfinder solutions are being used on a statewide basis as well as by individual school districts. Through the Maine Department of Education (MDOE), Transfinder developed the SRTMS (Student Routing & Transportation Management System) Program that has now been in service for (3) three years and is slated to run for a total of either (7) seven years, or (9) years, with pending approval and renewal after (5) five years. As a result, we can provide background information on how our statewide system is performing in Maine, including references at the administrative level.

For this program, the MDOE purchased and currently offers the following Transfinder Software to all districts who request use of the software and services:

Software

- Routefinder Pro (including the Redistricting Module)
- Infofinder *le* for field trip management and district-wide communications
- Infofinder *i* for parent and community outreach via the district website

- Servicefinder for fleet management

Services

Through the purchase of the above products, the MDOE also purchased services that include:

- Ongoing training and training materials (university-style classes, and both one-on-one and online training services, such as webinars and video training modules; and an annual, in-person training opportunity at the MAPT (Maine Association of Pupil Transportation) Conference;
- Ongoing Support services;
- Unlimited product upgrades;
- Access to the Transfinder National Client Conference (NCC).

Maine also purchased a hosted server solution (*see Using the Latest Web Technologies*) for statewide access to Transfinder software. In so doing, each district has access to software that can assist them with remote administrative access to all routing and routing-based data, as well as the management of routing, district-wide communication, field trip management, and public access to routes; trip, stop, stop time, and stop location data; and fleet maintenance, all in one integrated package. This act showed complete financial commitment to their constituency, and is both cost-effective and can be monitored for real-time changes in program process and protocol, and service delivery.

Transfinder is one of only two vendors to manage a statewide program, and has a proven record of success. We are equally self-assured in managing a statewide program on a district-to-district basis or as a large-scale program as with MDOE. In either case, Transfinder can manage hosted solutions for the state, or for individual workstations at the district level. Per our suggestion, Maine currently is using our state-wide hosted solution, which is advantageous for the following reasons:

Zero Overhead/Maintenance

- No servers to maintain or patches to install.
- All upgrades or patches are installed by trained Transfinder staff.
- Limited or no IT and/or technical staff required.
- An Internet connection and personal workstations are only necessary for access, and can be done remotely.

No Hardware Necessary for Setup/Implementation

- Add bandwidth as necessary without waste for unused or low-use of appropriated hardware (servers, etc.)
- Energy savings due to lack of unused/idle equipment as well as their cooling systems.

Low Cost

- Though each district can successfully determine whether any program, initiative, etc. is internally cost-effective, the general consensus is that hosted solutions on average are cheaper to implement, maintain and upgrade, requiring less human capital, saving on expensive hardware, as well as energy costs associated with cooling and inactivity.

24/7 Access

- Access the software from home or office, or even on the road.
- Easy access from trained Transfinder personnel.
- In the case of a problem arising, trained Transfinder staff can access your application without interrupting other tasks. Issues are resolved more quickly than when the application is installed on your own hardware.

Standardized Usage

- Standardized Implementation-without the various interests and needs of widely different districts. Implementation can be done quickly, effectively, and allows Transfinder to add new district users to the program, within minutes of officially joining.
- All specific user preferences are created by the user and through the use of the software, rather than from workstation to workstation.

Peace of Mind

- The burden associated with cost, management, security and maintenance involved with dedicating a district server for transportation needs is minimal, as servers run offsite, and have multiple levels of redundancy (backup).

Statewide Statistics

- The hosted solution allows the state to see how districts utilize Transfinder products, including how often they use the product(s), how they use it, how many staff members utilize it, and when they use it. This includes whether or not the districts utilize some staff titles more often than others in the software (Transportation Director, Router, Administrative Assistant, Principle, Business Manager, Superintendent, Driver, Mechanic, etc.).
- In addition, districts can use the hosted solution to compile statistical reports based on routing (miles, student capacity, students transported, fuel costs, field trips, to name a few).

System Redundancy / Data Archival / Disaster Recovery

- Transfinder utilizes Amazon's Cloud Computing environment to provide services to the district. Amazon provides significant opportunities to provide redundancy (backup) through their service.

- Infofinder *le* would be load balanced across several of Amazon's data center zones.
- Transfinder would create a second instance of the SQL database Server in a different data center to provide redundant access to SQL should some issue occur in one data center.
- Transfinder can also take "snapshots" of machine instances that can be archived on a regular basis which can then be "lit up" in another data center in case of some emergency.
- Transfinder utilizes commercial services to archive our current databases on Amazon's Cloud Computing environment and would include the SQL database instances in this process.
- Due to the nature of a hosted ASP solution and the redundant access points provided by Amazon, the only point of failure remaining would be connectivity to the Internet.

WEST VIRGINIA'S MAPPING CHALLENGES – RECOMMENDATIONS

Based on background provided in the RFI, we can provide an analysis of the mapping challenges and recommended solutions for using bus routing technology in high, sparsely populated, medium, and low density counties in West Virginia:

High density counties

Six of 14 counties in high density areas use routing technology (Wood, Kanawha, Ohio, Berkeley, Hancock, and Cabell). Four of these six counties incur the lowest cost per pupil.

The higher the concentration of your student population the easier it is to find cost savings, with group stops, combined routes, lower fuel costs, all adding up to that lowest cost per pupil average. Both Cabell & Ohio County School Districts are using our software to help them obtain these savings.

Functionality like our trip and stop optimization tools can provide a quick review of existing routes and show where, if any, additional time and travel distance can be saved on each route. When vehicles are making multiple stops in these high density areas the ability to minimize the number of stops can be critical to minimizing maintenance costs (i.e., break wear and tear).

Sparsely-populated counties

Of the 15 sparsely populated counties in West Virginia, the two counties using routing technology (Hardy and Randolph) have the second and third lowest per pupil cost.

Randolph County is a current user of Routefinder Pro, again leading the way for routing efficiency in their sparsely populated area which can be the most challenging when trying to create and maintain efficient routes. In geographic areas where students are spaced out it is often beneficial to see the routes all on the map at the same time, this feature allows the routers to see where routes are overlapping each other and where routes and/or stops may be able to be combined.

Medium density counties

Among medium density counties, Mineral County is the only one using routing technology. Its expenses per mile are less than six of the other ten medium density counties.

Wayne County is currently using Routefinder Pro and although they are running into issues with their student data, they have implemented the software and have been able to improve their operating efficiency. We believe that if they were to implement a plan to improve their district student data (recommendations are noted in the following section) that they would see more substantial savings with their software.

Low density counties

It was stated on the RFI that no low density county in the state uses routing technology systems; however, Hampshire County is a current client in training with the opportunity to fully implement the software for the coming school year.

Nicholas and Pleasants County School Districts also have our software and the opportunity to make a real difference for the coming school year if they can devote the time to utilizing the software to its full potential.

These and similarly populated counties can find cost savings by simply building their existing routes and running some very simple reports/analytics to get a picture of the efficiency of their operation as a whole. Often time's low density and rural counties are running routes that were created more than 5 years ago and have "updated" them year-over-year as students have come and gone from the district without really analyzing the number of miles traveled, ridership or efficiency of the vehicles assigned to each route. Software allows the user to not only see the physical routes on the map but also reports out on the data behind the routes, i.e., dead head miles, total miles, student assignment, number of stops, capacity and the associated costs.

WEST VIRGINIA'S DATA CHALLENGES - RECOMMENDATIONS

Often time's data can be a challenge to a districts ability to properly place (geocode) and route their student population. There are several features in our software that can aid the Transportation Department in finding, fixing and implementing a better plan for the acquisition, entry, and maintenance of their student data.

Standard Set of Criteria for Student Registration – Once map data is acquired and modified to meet the districts needs, a list of street, address point or parcel naming conventions can be provided to each registrar as well as guidelines for "Best Practice Registration". This, combined with a districts willingness to enforce basic requirements for data entry can ensure future student data meets the Transportation Departments requirements for transporting those students.

Parent Participation – Through our mail merge function, customized letters, post cards and labels can easily be created to convey the importance of residential address information to the parents in each school district. Often times districts only receive PO Box or mailing address information which is not usable for student placement and routing purposes. Routefinder Pro makes it easier to communicate with the community and request accurate residential data from parents while informing them of the advancements the district is trying to make in an effort to build safer, more efficient routes.

Data Management – Knowing what pieces of information are missing is vital to correcting it. Routefinder Pro allows the user to set reminders for missing data fields, filter student records for records recently updated with an import, and easy to use grids as well as standard reports that allow Transportation to share lists of students with incomplete or inaccurate records with the proper district personnel to ensure the students records are updated at the source.

Driver Knowledge – Your drivers are your best source for student data. Use their knowledge to finalize those students whose information is lacking. Routes can be created and route sheets run for each driver to review and fill in the blanks. Asking drivers to take attendance just once can give the transportation Department all the information they need to accurately account for students whose student data may be lacking proper information.

Call on Technology – Often times the technology department within the school district can offer additional solutions to improve the quality of the data that is being exported from the student data system and ultimately flowing to the Transportation Departments routing software. Many student data systems offer the ability to set fields, like the street name, so that when a student is registered only a list of approved street names appears in a drop down menu versus allowing the user to enter any name in a free form text box. Small changes like this on how data is entered originally can greatly improve its usefulness for any department utilizing the data.

Map Editing – One of the keys to routing safety and efficiency is to ensure that you have a map that can appropriately incorporate all of the data collected from various sources. However, the quality of any map is not necessarily consistent in all areas of the country.

As addressed in other sections of this RFI, Transfinder continues to develop map editing features that can assist clients in all areas of the country. However, our experience has been that low-density, or rural areas, typically do not have the same quality map data, including address ranges, roads, parcels, and address points. For this purpose, Transfinder has continually upgraded our software and our software implementation process to service areas that do not have complete or accurate map data.

In a typical implementation, Transfinder provides what we call a “base map,” a third-party map that is a trusted source of map data across the US as well as on other continents. This map typically contains the *routing* information required by Routefinder Pro, as well as address data. In addition, we assist the client in obtaining local GIS information and either compare the quality

of either source and offer one or the other, or we merge two maps to create one custom GIS source for the district. Typically, the local GIS data is used for address range, parcel or point data, which we explain below.

Each client is assigned a Client Data Manager that assists the client in finding the best GIS sources for their particular GIS needs. Our past experience allows us to gain access to County or Municipal GIS information, based on 911 or property tax data, or any other source available. These local sources often contain information that may be more accurate with some data than the base map. This includes what we call “parcels and address points.” Routefinder Pro can use this data to help the district visually inspect a student’s home address, which often includes a physical representation of the parcel of land on which their house resides, or a “point” which is a physical representation of the home’s address. We display an address point icon to represent the exact location of the house, the end of the driveway, or whichever location the District uses to officially calculate distances from home to stop and/or from home to school.

Though the district may have access to many local sources of knowledge mentioned above, the combined use of the local knowledge, the local GIS office, the base map, and the incorporation of Microsoft Bing satellite imagery, any district can create a GIS system that is more accurate and relevant to their needs than any one source. Furthermore, in the next iteration of Routefinder Pro, Version 11.0, due to be released in late, 2012, districts will be able to *edit* Address Points and Parcels, giving them the ability to edit and maintain data with accuracy never before seen in routing software.

Districts will now have the ability to move and/or edit address points supplied by local GIS sources, and will be able to add address points where they are not given. Essentially, the user will be able to “pin” an address point in the correct area, using local knowledge along with accurate GPS sources to confirm the address. Once the initial work is done accurately placing address points for all known addresses, the district will never have to locate or “pin” that address again unless they choose. They will only need to locate and pin new addresses (for example, for new homes built during the current school year, or for home addresses where students have moved to and have not been pinned previously).

SUMMARY

Client Services

Transfinder carefully manages and monitors its client base in two distinct phases of customer service and support. During the Implementation phase, Districts meet weekly or bi-weekly with their Customer Project Manager, who is responsible for managing their needs and required involvement, as well as manages Transfinder’s required internal resources; and a dedicated Applications Specialist, who is responsible for their training and the successful and proficient use of our software.

In addition, there are other resources assigned to the project that will take a less active role during this phase, but continue to make themselves available while monitoring and tracking all client progress. These include a Client Data Manager (Acquisition and implementation of Student and GIS Data, and Product Installation), and an Account Executive from our Client Relations Team. This also includes the Implementation and Training Supervisors, Support Manager, Professional Services Consultant, Director of Client Services, Director of Client Relations, and the President & CEO.

Once engaged in a project, we allow the district staff access to both business and personal cell phone numbers to ensure that their needs and expectations are both met and exceeded, with full access to an extended service team that continually strives to provide clients with a world-class customer experience. Each team member has extensive experience working in the K-12 environment, whether the experience has been through continuous interaction with Transfinder clients (of which, 98% are K-12 Districts), or direct experience in school districts themselves. This includes team members with administrative, operational, curricula design, and teaching experience.

After the Implementation phase, the district graduates the client to the Support team, at which point the day-to-day usage and training will be largely self-guided, with a team of live Support Technicians available by phone, email, Instant Message, and Client eForum, when necessary, for answers to questions and solutions to various technical problems. While assigned to Support, the district's assigned Account Executive takes a more active role in following the district's ongoing needs, guiding and communicating with them periodically and when necessary. The district is given the opportunity to conduct many post-implementation follow-up meetings as required by the district to address any issues after the school opening process begins. This includes local, onsite User Meetings.

Training

Transfinder provides myriad training models and materials across our product lines that are available on-demand to our users. Our on-demand training and documentation materials are comprised of a detailed Help File found within the Routefinder Pro system, Step-By-Step Outlines in PDF format, web-based Video Training Modules, and recorded versions of our Interactive Webinars. The training materials, which we provide, are varied in their formats to accommodate multiple learning styles and are so comprehensive that users new to our system can learn our products at their own pace without necessarily needing to take advantage of our training services. All training, product and process documentation is available 24/7 through our online training and product download portal, MyTransfinder.com.

As with system and training documentation, Transfinder employs a full-time Instructional Designer and (2) Technical Writers, all responsible for writing, editing, producing, implementing and maintaining all training and self-help or user-guided documentation, including custom training programs per customer requests. All training materials are updated on a daily, weekly, and seasonal basis, for both ongoing and on-demand training solutions for different roles within a District, and for the various Transfinder products, product modules, and utilities used. Should the district require additional role-based training modules, the Transfinder Customer Project Manager and Training Supervisor will utilize these employee's services to further develop training solutions that fit the district's needs. Transfinder accommodates each client's training requirements, including on-site training if it is essential to the successful implementation and use of our software.

In general, Applications Specialists conduct online training sessions in one to two hour blocks of time. These sessions are designed and scheduled to accommodate your staff and to ensure that information overload is avoided. Each training session is followed by assignments to help users of our software retain the knowledge gained in the training session.

Transfinder provides Training Services that accommodate multiple training styles as required by the different needs of our clients. We provide training in the following ways:

1. Online Training;
2. On-Site Training;
3. Interactive Webinars
4. University-Style Classes (Day and Night)
5. Proficiency Testing

For Online Training, a Transfinder Applications Specialist provides customized interactive training via telephone, using GoToMeeting to connect to an individual workstation. Our Applications Specialists provide training on topics that are relevant to the current phase of the client's implementation and assign homework between training sessions to encourage users to complete tasks using their district's data. The homework serves dual functions: it reinforces the concepts taught during the training session and allows our trainers to identify areas that need to be expanded upon, while it also moves the implementation forward by enabling users to carry out tasks necessary to the completion of the implementation. Online training is unlimited for the first year following investment in our solutions.

During On-Site Training, a Transfinder Applications Specialist travels to a client site to provide face-to-face training. Trainings are customized to the specifics of the district's implementation and the training plan is developed by the Applications Specialist and Customer Project Manager. Training ranges from one-on-one training with individuals or small groups, suited for "train-the-trainer" sessions, to the direct end-user training. Training also is given as onsite lectures or

customized online webinars for small to large groups to accommodate an instructor-led training model.

Besides the two customized training services described above, we also employ *Interactive Webinars* to ensure that our clients get the most benefit from our solutions. Transfinder offers a monthly schedule of free, weekly, online training webinars. These webinars cover all aspects of our routing system as well as our complete product line. They are designed to develop the skills of all members of our clients' transportation departments and provide for their ongoing professional development.

Both the Implementation & Training and Professional Services team participates in the development and presentation of courses designed for clients at our *National Client Conference*, which is held annually in selected states across the country. Our 2012 National Client Conference was held May 17-19, 2012 in Albany, NY and the 2013 National Client Conference is scheduled to be held May 6-8, 2013 in Austin, TX.

Classes are conducted in computer labs for hands-on training and in classroom settings where appropriate. At the national conferences, we also offer the opportunity for experienced users to become certified on Routefinder Pro after successfully completing a written test. Once signed up for certification, we offer a study guide and provide access to Routefinder Pro to assist them in answering a 50-question test.

Whether taking part in a statewide funded program or if utilized on a district to district basis, any West Virginia District can take advantage of all of the training above both during the implementation and training phase as well as during the life of the project and beyond as a Transfinder client. Transfinder works hand in hand with all clients, whether through an RFP or otherwise, to determine the best training plan for the intended purpose.

Support

Transfinder's three-tier problems resolution process also includes a resolution process that utilizes our Implementation, Support, QA, and Development teams. Problems that arise in the implementation process are ranked according to difficulty and escalated to the appropriate team or team member. In addition, the above-mentioned teams meet weekly, and often daily, to "brainstorm" and address the most intricate concerns. Additionally, many Transfinder staff members not mentioned above are cross-trained and can be consulted in emergency situations. The appropriate team member will email and/or call the client to explain the process, and communicate the results. Our motto is to find "the" solution, rather than "a" solution.

All Transfinder staff is available and accessible via electronic mail and/or phone. The support team also utilizes a dedicated email address to receive support requests. This mailbox is

monitored during regular business hours and is forwarded to the Support Manager during off-hours. Clients also can join planned and/or impromptu remote user (Internet) sessions via Citrix GoToMeeting and/or GoToAssist. In the event that District-based problems arise (Firewall/Security issues, etc.), Transfinder also can accommodate WebEx users. In addition, clients can communicate with us through our website, and with their peers through the Transfinder website online Client Forum (eForum). Remote access software tools are utilized to expedite problem resolution as long as access is permitted.

If clients are experiencing an issue using the Transfinder suite of products in a production environment, they can contact the Transfinder Support Helpdesk. Whether they are in the implementation or support phase, if they feel they are not receiving adequate service and/or technical support, they may escalate to any of the team members mentioned above until they are satisfied that their service/support needs have been met.

STATE OF WEST VIRGINIA
Purchasing Division**PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

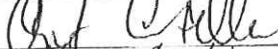
DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATUREVendor's Name: TransfinderAuthorized Signature:  Date: 6-28-12State of New YorkCounty of Saratoga, to-wit:Taken, subscribed, and sworn to before me this 28 day of June, 2012.My Commission expires 6/13, 2017.

AFFIX SEAL HERE

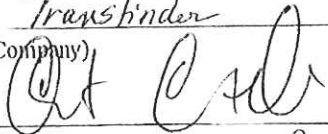
NOTARY PUBLIC 

DAVID M. SOLLECITO
Notary Public in the State of New York
Qualified in Saratoga County
Registration No. 01SO6128358
My Commission Expires June 13, 2013

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Transbinder
(Company)



(Representative Name, Title) Antonio Civitella, President + CEO

518-377-3609 / 518-377-3716
(Contact Phone/Fax Number)

6/25/12
(Date)



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
EDD377015

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 304-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED
06/27/2012

BID OPENING DATE: 07/12/2012

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 02		
				ADDENDUM ISSUED TO PROVIDE A RESPONSE TO THE QUESTION RECEIVED REGARDING COUNTIES DENSITY. SEE ATTACHED RESPONSE.		
				AN ADDENDUM ACKNOWLEDGEMENT IS ATTACHED AND SHOULD BE RETURNED WITH YOUR BID. FAILURE TO RETURN WITH YOUR BID MAY RESULT IN DISQUALIFICATION OF YOUR BID.		
				END OF ADDENDUM NO. 2		

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: EDD377015

Addendum Number: 02

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation: Response to questions received.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

0003

ATTACHMENT A

Sparse/Rural Counties	Braxton
	Calhoun
	Doddridge
	Gilmer
	Grant
	Hardy
	Monroe
	Pendleton
	Pocahontas
	Randolph
	Ritchie
	Summers
	Tucker
	Webster
	Wirt

<u>County Density Type</u>	<u>County Name</u>
High Density Counties	Berkeley
	Brooke
	Cabell
	Hancock
	Harrison
	Jefferson
	Kanawha
	Marion
	Mercer
	Monongalia
	Ohio
	Putnam
	Raleigh
	Wood
Medlum Density Counties	Fayette
	Jackson
	Logan
	Marshall
	Mineral
	Mingo
	Morgan
	Taylor
	Upshur
	Wayne
Low Density Counties	Barbour
	Boone
	Clay
	Greenbrier
	Hampshlre
	Lewis
	Lincoln
	Mason
	McDowell
	Nicholas
	Pleasants
	Preston
	Roane
	Tyler
	Wetzel
	Wyoming

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD377015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Transbinden
 Company

 Authorized Signature Antonio Cicikella
6/25/12
 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD377015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 * | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

2012 JUL 12 AM 9:16
WV PURCHASING
DIVISION
RECEIVED

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Transfinder Corporation
Company

Barbara K. Pilleard
Authorized Signature

7/11/12
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

* we received our vendor login on 7/10, enabling us to access Addendum 1. Addendum 2 notification was sent on 7/9 with our completed white paper.



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
EDD377015

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 804-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
 BUILDING 6
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED
06/19/2012

BID OPENING DATE: 07/12/2012

BID OPENING TIME

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
ADDENDUM ISSUED TO CLARIFY REQUIRED DATES FOR THIS SOLICITATION: BID OPENING DATE: JULY 12, 2012 QUESTION & ANSWER PERIOD: CLOSSES AT 5PM JUNE 26, 2012 APPROX. DATE QUESTIONS WILL BE ANSWERED: JUNE 28, 2012 ADDENDUM ACKNOWLEDGEMENT IS ATTACHED AND SHOULD BE RETURNED WITH YOUR BID. FAILURE TO RETURN ACKNOWLEDGEMENT MAY RESULT IN DISQUALIFICATION OF YOUR BID. END OF ADDENDUM NO. 1						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

Hill, Connie S

From: Bridget Swick [bswick@transfinder.com]
Sent: Wednesday, July 11, 2012 8:56 AM
To: Hill, Connie S
Cc: Barbara Pilliod
Subject: RFI EDD377015
Attachments: addendum 1.pdf

Dear Connie,

Attached please find Transfinder's signed Addendum Acknowledgement Form for Addendum 1 of RFI EDD377015.



We received our vendor login on 7/10, enabling us to access Addendum 1. Addendum 2 notification was sent on 7/9 with our completed white paper for RFI EDD377015.

Best regards,
Bridget

Bridget Swick
Corporate Events Manager

transfinder

Transfinder Corporation
120 Erie Blvd.
Schenectady, NY 12305
518-348-7608 (direct)
518-377-3716 (fax)
800-373-3609 (main)
www.transfinder.com

  eFORUM

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code* §61-5-3), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Transfinder

Authorized Signature: [Signature] Date: 6-28-12
Antonio Civitella, President + CEO

State of New York

County of Saratoga, to-wit:

Taken, subscribed, and sworn to before me this 28 day of JUNE, 2012.

My Commission expires 6/13, 2017.

[Signature]

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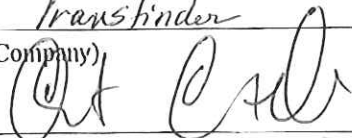
NOTARY PUBLIC

DAVID M. SOLLECITO
Notary Public in the State of New York
Qualified in Saratoga County
Registration No. 01SO6128358
My Commission Expires June 13, 2013

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Transfinder
(Company)


(Representative Name, Title) *Antonio Civitella, President + CEO*

518-377-3609 / 518-377-3716
(Contact Phone/Fax Number)

6/25/12
(Date)



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
EDD377015

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
CONNIE HILL 304-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DEPARTMENT OF EDUCATION
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 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0330

DATE PRINTED
06/27/2012

BID OPENING DATE: 07/12/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 02						
ADDENDUM ISSUED TO PROVIDE A RESPONSE TO THE QUESTION RECEIVED REGARDING COUNTIES DENSITY. SEE ATTACHED RESPONSE.						
AN ADDENDUM ACKNOWLEDGEMENT IS ATTACHED AND SHOULD BE RETURNED WITH YOUR BID. FAILURE TO RETURN WITH YOUR BID MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 2						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: EDD377015

Addendum Number: 02

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- | Modify bid opening date and time
- | Modify specifications of product or service being sought
- | Attachment of vendor questions and responses
- | Attachment of pre-bid sign-in sheet
- | Correction of error
- | Other

Description of Modification to Solicitation: Response to questions received.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Sparse/Rural Counties	
	Braxton
	Calhoun
	Doddridge
	Gilmer
	Grant
	Hardy
	Monroe
	Pendleton
	Pocahontas
	Randolph
	Ritchie
	Summers
	Tucker
	Webster
	Wirt

<u>County Density Type</u>	<u>County Name</u>
High Density Counties	Berkeley
	Brooke
	Cabell
	Hancock
	Harrison
	Jefferson
	Kanawha
	Marion
	Mercer
	Monongalia
	Ohio
	Putnam
	Raleigh
	Wood
Medlum Density Counties	Fayette
	Jackson
	Logan
	Marshall
	Mineral
	Mingo
	Morgan
	Taylor
	Upshur
	Wayne
Low Density Counties	Barbour
	Boone
	Clay
	Greenbrier
	Hampshre
	Lewis
	Lincoln
	Mason
	McDowell
	Nicholas
	Pleasants
	Preston
	Roane
	Tyler
	Wetzel
	Wyoming

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: EDD377015

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Transhinder
 Company
Antonio Civikella
 Authorized Signature *Antonio Civikella*
6/25/12
 Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.