

To whom it may concern:

The purpose of this document is to provide information regarding the school bus purchase process to Wyoming public school districts.

An annual bid opening will be advertised and held per WDE procurement guidelines. The lowest responsible bidder will be chosen for each bus configuration, taking into consideration specifications offered, not just the lowest price.

Districts wishing to purchase a type A, C or D bus must follow the process outlined below:

1. Submit a [WDE621A](#) requesting replacement for a current fleet bus. Concurrently, provide quotes for desired camera configurations to the WDE Pupil Transportation Director.
2. WDE will take the request to the agency transportation committee for approval.
3. Upon approval, a letter will be sent to the district's transportation supervisor and business manager listing the maximum reimbursement price (base price highlighted blue) for the same size and type of bus. The approval letter will also list the features included in the base price that can be declined by the district. Declined items will be subtracted from the base price.
4. Districts may utilize the State's bid and place an order for a vendor, type, and configuration listed on the FY2021 Student Transportation Bus Bids. The amount reimbursed will always be the lesser of the base price highlighted in blue or the price listed on the invoice.
 - a. Districts have the option to decline features included on the bus bid sheet.
 - b. Regardless of the vendor, the reimbursement price will always be the price highlighted in blue, or the actual invoice amount, whichever is less. Amounts for features declined will always be subtracted from the maximum reimbursable amount highlighted in blue.
5. Once the bus is delivered, submit a [WDE621B](#) to add the new vehicle to your fleet and remove the old one.
6. Work with vendor to submit invoice and notarized itemized build sheet to WDE.

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<https://edu.wyoming.gov/beyond-the-classroom/school-foundation/transportation/>