

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** May 13, 2002  
**TO:** BOARD OF EDUCATION  
**FROM:** Dr. J. Hairston, Superintendent  
**SUBJECT:** Recommendations for Award of Contracts  
Board Exhibit – May 28, 2002  
**ORIGINATOR:** Robert Haines, Deputy Superintendent of Business Services  
**RESOURCE**  
**PERSON(S):** Patrick Fannon, Controller; Richard Gay, Purchasing Manager

**RECOMMENDATION**

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the May 28, 2002 board meeting.

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See the attached list of contract recommendations presented for consideration by the Board of Education of Baltimore County.

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Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts  
Board Exhibit – May 28, 2002**

The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

**1. eCatalog Contracts**

The following six contracts for instructional supplies and equipment represent additional electronic catalogs developed for the electronic procurement system used in our schools and offices. Of these six, three will be implemented for the first time in school year 2002-2003.

This is our second year in developing an electronic catalog for an electronic procurement system for schools and offices to use. Last year during the fiscal year 2001, our initial year, we implemented five supply eCatalogs (Art, Audio Visual, Library Media, Physical Education, Science) which allowed campuses and offices to electronically generate over 1700 purchases, thru 33 vendors, with a value of \$786,372.93. This year we will be adding approximately seven to eight more catalogs to the eProcurement process. This represents a beginning step in BCPS entry into eCommerce.

**a. Library Instructional Media **Estimated Award Value: \$61,000**  
**Contract #4-422-02****

A bid for the annual price agreement for the purchase of library instructional media supplies was issued on February 21, 2002 to 31 vendors. Responses were received from 13 vendors of which four were no-bid responses and two bids were rejected for failing to meet all specifications.

Awards of contract are recommended to the bidders meeting all specifications:

**Bullfrog Films, Inc., Oley, PA**  
Videos for Instruction

**Educational Resources, Elgin, IL**  
Computer Software for Instruction, Videos for Instruction, Internet Resources

**Kunz, Inc., Baltimore, MD**  
Computer Software for Administration, Computer Software for Instruction, Computer Software for Reference, Videos for Instruction, Folktales, Fairytales & Legends, Literary Enrichment, Author and Illustrator Profiles, Multicultural Resources, Librarian Resources

**SIRS Publishing, Inc., Boca Raton, FL**

Computer Software for References

**SVE & Churchill Media, Chicago, IL**

Computer Software for References, Multicultural Resources

Based upon historical data the estimated award value is \$61,000. Funding will be provided by the operating budget of each individual school.

**b. Medications and First Aid Supplies Estimated Award Value: \$90,000  
Contract #7-706-02**

A bid for medications and first aid supplies for the programs supported by the Office of Student and Employee Health Services for the 2002-2003 annual orders was issued on April 11, 2002 to 27 vendors. Responses were received from twelve vendors of which six were no-bid responses. Awards are recommended to the lowest bidder providing a firm price for the most items in each of three areas. These areas were: First aid supplies, reference materials, and medications. The awarded vendors are:

**Livingston, Stern and Associates, Santa Monica, CA**

Medications for Health Services Office and School Based Wellness Centers

**Micro Bio-Medics, Inc., Pelham Manor, NY**

First Aid Supplies including: band-aids, adhesive tape, elastic bandage, surgical tape, triangular bandage, air freshener, cotton applicators, flashlights, medicine cups, scissors, CPR masks, bag masks, batteries, otoscope lamp replacements, alcohol, bio-hazard containers, plastic bottles, hot water bottles, ice bags, nail clips, gauze, latex free surgical tape, basins, funnels, hot water bottles, ice bags, tissue, thermometers and thermometer sheaths and covers, hand lotion, bicarbonate of soda, cotton balls, exam gloves, safety pins, tongue depressors, Lysol, blankets, hand towels, sheets, pillow cases, butterfly closures, eye pads, gauze pads, mouthpieces for flow meters, pill crusher, pill counter, wash cloths

**William McGill and Company, Lombard, IL**

Reference Textbooks

The estimated award value is \$90,000. Funding for the nursing supplies will be provided through individual school's operating budgets and the funding for the medications for the Wellness Centers will be provided through Third Party Billing.

c. **Music: Instrumental Supplies** **Estimated Award Value: \$18,000**  
**Contract #4-418-02**

A bid for the annual price agreement for the purchase of instrumental music supplies was issued on January 24, 2002 to 25 vendors. Responses were received from nine vendors of which two were no-bid responses and four were rejected for failing to meet all specifications.

Awards of contract are recommended to the bidders offering the lowest responsive bid:

**National Educational Music Company, Mountainside, NJ**  
4-unit Bass Rack, 16-unit Violin/Viola Rack, Cello Rack

**Stu's Music Shop, Inc., Westminster, MD**  
Trumpet Outfit

**West Manor Music, Inc., Bronx, NY**  
Music Stands, Violin Bows, Violin Strings, Clarinet Reeds, Clarinet Barrels, Clarinet Outfit, Alto Sax Pads, Clarinet Pads, Flute Pads

Based upon historical purchases, the estimated award value is \$18,000. Funding will be provided by the operating budget of each individual school.

d. **Music: Vocal Supplies** **Estimated Award Value: \$38,000**  
**Contract #4-4-419-02**

A bid for the annual price agreement for the purchase of vocal music supplies was issued on January 24, 2002 to 33 vendors. Responses were received from ten vendors of which four were no-bid responses.

Awards of contract are recommended to the bidders offering the lowest responsive bid:

**Kunz, Inc., Baltimore, MD**  
Speakers, CD Player, Turntable, Amplifier/Receiver

**Menchey Music Services, Inc., Hanover, PA**

Electronic Portable Piano, Electronic Keyboard with Bench, Electronic Digital Keyboard with Bench, Choral Folio, Classical Guitar with Case, Acoustic Guitar with Case.

**Music Is Elementary, Cleveland, OH**

Triangles, Rhythm Sticks, Tone Blocks, Castanets, Maracas, Tambourines, Jingle Bell Sticks, Sleigh Bells, Finger Cymbals, Shakers, Mallets, Double Agogo Bells, Chimes, Slit Log Drum, Tunable Hand Drums, Indian Tom-Toms, Squeeze Drums, Glockenspiel, Xylophone, Recorders, Triangles, Hand Bells, Bongos, Music Stands, Metronome

**Stu's Music Shop, Inc., Westminster, MD**

Electronic Keyboards and Benches

**Suzuki Musical Instrument Corporation, San Diego, CA**

Timpani 12", 14" & 16", Tone Chimes, Chimettes

**Wenger Corporation, Owatonna, MN**

Flip Forms (folding), Choral Risers

Based upon historical purchases, the estimated award value is \$38,000. Funding will be provided by the operating budget of each individual school.

- e. **Physical Education Supplies and Equipment** **Estimated Award Value: \$150,000**  
**Contract #7-703-02**

A bid for physical education equipment and supplies for the 2002-2003 school year annual order was issued on March 21, 2002, to 76 vendors. Proposals were received from 27 vendors. Twenty-one vendors indicated their willingness to participate in the on-line ordering system. Six vendors submitted no-bid responses. Awards are recommended to the lowest bidder meeting all specification as follows:

**Aluminum Athletic Equipment Co., West Conshohocken, PA**

Cross bars for track and field

**Anaconda Sports, Inc., Kingston, NY**

Cage balls, basketballs, bonus indicators, touch footballs, softball bats, catchers helmets and mitts, softballs, leg guards, and volleyballs

**Bill Fritz Sports, Cary, NC**

Archery targets, goal nets, fencing equipment, eyeglass guards, golf clubs, whistles, croquet, jump ropes, tennis nets, and measuring tapes

**Calico Industries, Inc., Annapolis Junction, MD**

Towels

**DVF Sporting Goods Company, Williamsburg, VA**

Adaptive physical education equipment, sponge balls, plastic balls, foam ball stickball, basketballs, juggling balls and clubs, shuffleboard, and tennis balls

**Fitness Equipment Solutions, Belcamp, MD**

Fitness resistance bands, dumbbells, weight plates, power rack, weight storage rack, lat-rowing machine, step trainer, chin and dip machine, Olympic weight set, and weights

**Georgi -Sports, Lancaster, PA**

Field hockey equipment

**HI Corporation, Manhattan Beach, CA**

Badminton Rackets, shuttlecocks, and tennis rackets

**Hoffman Canvas Products, Baltimore, MD**

Tumbling mats, laundry carts

**M F Athletics, Cranston, RI**

Floor Hockey Equipment, scooter boards, and treadmill

**MEDCO, Leechburg, PA**

First aid supplies, fitness test equipment, weight rack

**MF Athletic Company, Cranston, RI**

Body composition monitor, track and field discus, shot put, elementary high jump standards, starting blocks, jump and reach boards and long jump measuring tape

**Micro Bio Medics, Pelham Manor, NY**

First aid supplies, scale, stretch bands and cords

**Pioneer Manufacturing Co, Cleveland, OH**

Marking machines and paint

**Passons Sports, Sports Supply Group, Jenkintown, PA**

Adaptive PE equipment, pinnies, cage balls, rag balls, nerf balls, basketball backboard padding, scorebooks, bowling sets, frisbees, badminton rackets, assorted types of playground balls, footballs, floor hockey supplies, hoops, horseshoes, ball inflators, juggling scarves and feathers, lacrosse nets, lummi sticks, balloons, bocce set, table top scorer, scooter boards, fitness calipers, step boxes, jump ropes, tug-of-war ropes, soccer balls, softball gloves, softball bases, tennis rackets, table tennis balls, high jump and pole vault standards, hurdles, ball carriers, weight benches and machines, power benches, balance beam, trapezoid, mat truck, heart adventure challenge course, team benches, chinning bar, volleyball standard and mat transporter

**Pioneer Manufacturing Company, Cleveland, OH**

Field marker and marking material

**Sportime International, Atlanta, GA**

Specialty balls, foam balls, vinyl cones, equipment cart, foam paddles

**Sportmaster, Pittsburgh, PA**

Adaptive physical education equipment, rimball, basketball goal, body composition monitor, sit and reach box, soccer goals, balance beam, upright bike, rowing machine, steppers, table tennis table

**Sports Stop, Inc., Brooklandville, MD.**

Adventure education equipment, adaptive physical education equipment, archery supplies, foam balls, utility balls, bicycle helmets, bowling pins, frisbees, floor hockey sticks, boys and girls lacrosse equipment, limers, bean bags, pogo sticks, stilts, wands, balance boards, scooter boards, heart rate monitors, muscle toners, upper body trainers, chinning bars, ball cleaner, jump ropes, tug-o-war ropes, indoor goals, safety bats, catchers masks, table tennis nets and paddles, volleyball standard and elementary hurdles

**Sportsmans, Johnstown, PA**

Scrimmage vests, first aid supplies, baseballs, tether ball, basketball rims, bowling sets, field hockey balls, golf balls, lacrosse arm pads, sticks, gloves and balls, mouth guards, marking tape canvas and nylon bags, parachutes, shuffleboard cues and discs, whistles, medicine balls, jump ropes, soccer nets, soccer balls, corner posts, softball soft bats, softballs, batting helmets, bases, starting pistols, discus, high school hurdle, batons, shot put, stopwatches, measuring tapes, volleyballs, wrestling headgear

**York Barbell – Total Fitness, Timonium, MD**

Weight lifting bars, elliptical bike, upright bike, recumbent bike, rower, treadmills, programmable bike, dumbbell storage rack

The estimated award value is \$150,000.00. Funding will be provided through individual school's operating budgets.

f. **School/Office Supplies & Classroom Paper** **Estimated Award Value: \$190,000**  
**Contract #4-430-02**

A bid for the annual price agreement for school/office supplies and classroom paper was issued on March 7, 2002 to 47 vendors. Responses were received from 22 vendors of which nine submitted no-bid responses and one was rejected for failing to meet all specifications.

Awards are recommended to the lowest bidders meeting all specifications:

**Advance Business Systems, Cockeysville, MD**

Ink and masters for the Risograph copy duplicator equipment

**A J Stationers, Inc., Baltimore, MD**

Paste, calendars, white chalk, assorted colors chalk, crayons (beginners)

**Duplicator Sales, Inc., Towson, MD**

Ink and masters for the Standard copy duplicator equipment

**FKM Business Equipment, Irvine, CA**

Ink and masters for the Gestetner copy duplicator equipment

**Pyramid School Products, Tampa, FL**

Rubber cement, tape dispenser, drafting tape, masking tape, sealing tape, transparencies, duplicating masters

**Reliable Reproduction Supply, Inc., Baltimore, MD**

Elmer's glue, transparent tape, frosted tape, 12" (electric) wall clocks

**Rudolph's Office and Computer Supply, Inc., Baltimore, MD**

Glue, masking tape (classroom), appointment books, desk calendars

**School Specialty, Inc., Agawam, MA**

Adding machine paper, calculator ribbons, clay, 12" (battery) wall clocks, spirit masters, construction paper, craft paper, Bristol tag paper, newsprint, sentence strips



**Windtree Enterprises, Inc., Boca Raton, FL**

Glue sticks, chalkboard erasers, crayons (wax), craft paper, ink paper, railroad board paper

Based on historical data, the estimated award contract is \$190,000. Funds will be provided through the operating budgets of each individual school.

2. **Food Service: Bread Products** **Estimated Yearly Value: \$766,812.50**  
**Two-Year Bid** **Estimated Award Value: \$1,533,625**  
**Contract #4-432-02** **H&S Bakery, Inc.**

A bid for a multi-year price agreement for various bread products (i.e., bagels, breads: white, wheat, rye, Italian, pumpernickel, cinnamon; English muffins; rolls: hamburger, hot dog, Italian steak, and Kaiser) was issued on March 14, 2002 to eight vendors. Responses were received from three vendors of which one was a no-bid response. This is a two-year contract, effective July 1, 2002 through June 30, 2004.

For evaluation purpose, bidders were requested to submit prices in two categories: (1) with flour through the government commodities program and (2) without government commodities. The Office of Food and Nutrition Services has been notified of the availability of commodity flour by the MSDE. Shipment of the product will be made directly to the vendor once MSDE has been notified of the award of contract.

In this requirements contract the term of the contract is definite and the products are defined, but the quantities are estimated. Delivery is made directly to identified schools. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period.

	<u>With Commodity</u>	<u>Without Commodity</u>
<b>H &amp; S Bakery, Inc., Baltimore, MD</b>	<b>\$ 766,812.50</b>	<b>\$ 831,281.25</b>
Interstate Brands Corporation, Philadelphia, PA	NB *	1,233,772.50

\*Interstate Brands is not registered with the State of MD to receive government commodities.

Award of contract is recommended to the lowest bidder meeting all specifications, **H & S Bakery, Inc., Baltimore, MD**, in the estimated amount of \$1,533,625. Funding will be provided by the Office of Food and Nutrition Services.

3. **Food Service: Ice Cream Products** **Estimated Award Value: \$477,792**  
**Contract #4-425-02** **Jack & Jill Ice Cream Company**

The annual bid for a price agreement for the purchase of ice cream products (sandwich, éclair, chocolate nut cone, non-fat yogurt, ice cream cup, and a variety of ice cream bar items; deluxe, frozen fruit, orange cream and chocolate fudge) for direct delivery to all schools was issued on March 7, 2002 to eight vendors. Responses were received from one vendor. The specifications were designed to reflect the per each cost of the individual ice cream products times the anticipated usage quantity. This is a twelve-month contract effect July 1, 2002 through June 30, 2003.

This is a requirements contract with quantities projected by the Office of Food and Nutrition Services based upon historical data of product utilization. In addition to the standard items that will be available during the contract period, the Office of Food and Nutrition Services intends to feature one special item from the “optional” list of products (mini ice cream sandwich, push-up bar, Mickey Mouse ice cream bars and Dole juice bars, Minute Maid Shape Ups) each month during the school year to offer a variety to the students. The award value represents a projected purchase of some 214,000 dozen products. Delivery is made directly to identified schools. BCPS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period.

	<u>Standard Items</u>	<u>Optional Items</u>
<b>Jack &amp; Jill Ice Cream Company, Columbia, MD</b>	<b>\$307,750</b>	<b>\$170,042</b>

Award of contract is recommended to the bidder meeting all specifications, **Jack & Jill Ice Cream Company, Columbia, MD** in the estimated amount of \$477,792. Funding will be provided by the Office of Food and Nutrition Services.

**4. Food Service: Paper Products Estimated Award Value: \$981,883**  
**Contract #4-424-02**

A bid for a price agreement for various paper, plastic, foam and aluminum products for the period of July 1, 2002 through June 30, 2003 was issued on March 21, 2002 to 31 vendors. Proposals were received from 12 vendors of which one was a no-bid response. The specifications were designed to reflect a quantity price times the anticipated usage quantity. Awards are recommended to the lowest bidders meeting all specifications:

**Acme Paper Supply Company, Savage, MD \$42,018**  
French Fry Scoop Cup, Hamburger Paper, Snack Tray, Aluminum Wrap

**Calico Industries, Inc., Annapolis Junction, MD \$156,682**  
Sandwich Bags, Gloves, Wiping Cloths, Food Wrap

**FPC Holdings, Elkridge, MD** **\$49,476**  
 Food Containers, Storage Bags, Freezer Paper, Lunch Bags, Masking Tape, Salad Containers, Straws, Trays, Bakers Rack Covers

**Holt Paper & Chemical Company, Baltimore, MD** **\$58,476**  
 Foam Cups, Coffee Filters, Napkins, Food Trays

**Kahn Paper Company, Inc., Capitol Heights, MD** **\$675,231**  
 Foam Trays, Bulk Forks, Knives, Spoons, Teaspoons, Plates, Cups with Lids, French Fry Bags, French Fry Cups, Pan Liners, Foil Pans, Sandwich Wrap, Spork Kits

This is a requirements contract with quantities projected by the Office of Food and Nutritional Services based upon historical data of product utilization. Delivery is made to the Food Service Warehouse for distribution to the schools on an as needed basis. BPCS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period. The estimated total value of the contract is \$981,883. Funding will be provided by the Office of Food and Nutritional Services.

5. **Food Service: Produce** **Estimated Yearly Value: \$200,000**  
**Two-Year Bid** **Estimated Award Value: \$400,000**  
**Contract #4-426-02** **Bowie Produce Company, Inc.**

A bid for a price agreement for the purchase of various produce items, with direct delivery to the schools, for the period of July 1, 2002 through June 30, 2004 was issued on March 7, 2002 to six vendors. Responses were received from two vendors of which one was a no bid response. Award is recommended to the bidder meeting all specifications:

**Bowie Produce Company, Inc., Landover, MD** **\$200,000**

The bid specifications were designed to allow vendors to bid using a fixed factor, which is added to the base market price of the individual items. This factor shall remain constant for the term of the contract while the price of the commodity may change as market conditions warrant.

This is a requirements contract with quantities projected by the Office of Food and Nutritional Services based upon historical data of products utilization. Delivery is made directly to designated schools. BPCS offers no guarantee that the estimated quantities will be met and/or exceeded. The total dollar value of the contract is estimated with the final dollar amount determined by the actual products purchased during the contract period.

Award of contract is recommended to the bidder meeting all specifications, **Bowie Produce Company, Inc., Landover, MD** in the estimated amount of \$400,000. Funding will be provided by the Office of Food and Nutritional Services.

6. **Food Service: Small Wares** **Estimated Award Value: \$111,144**  
**Contract #4-427-02**

The annual price agreement for the purchase of small wares was issued on March 14, 2002 to 27 vendors. Responses were received from 11 vendors of which five were no-bid responses. This is a 12-month contract effective July 1, 2002 through June 30, 2003.

Awards are recommended to the lowest bidders meeting all specifications:

**Calico Industries Inc., Annapolis Junction, MD** **\$48,470**  
 Pans, Cutting Boards, Brooms, Funnels, Measuring Cups, Brushes, Wastebaskets, Carts, Food Containers, French Fry Scoops, Knives, Ladles, Spoons, Tongs

**DePalo & Sons, Inc., Baltimore, MD** **\$45,612**  
 Water Filters, Brushes, Can Opener, Food warmer, Filter Paper, Pans, Food Storage Boxes, Thermometers, Forks, Bread Knife, Turners

**Restaurant Depot, Baltimore, MD** **\$17,062**  
 Mops, Measure Sets, Carts, Fryer Paper, Pans, Spoons

The estimated award value is \$111,144. Funding will be provided by the Office of Food and Nutrition Services.

7. **Fuel Oil, Gasoline & Diesel Fuel** **Estimated Yearly Award: \$2,884,359**  
**Two-Year Bid** **Estimated Award Value: \$5,768,718**  
**Contract #4-436-02**

A multi-year bid for the purchase of gasoline, fuel oil, and diesel fuel was issued on March 28, 2002 to 25 vendors by Baltimore County Public Schools serving as the lead jurisdiction for the Baltimore Regional Cooperative Purchasing Committee of the Baltimore Metropolitan Council. Responses were received from 14 vendors of which two were no-bid responses and two bids were rejected for failing to meet all specifications. This is a two-year contract effective July 1, 2002 through June 30, 2004.

The specifications were designed to allow potential bidders to submit proposals in two forms: 1) a fixed factor added to the floating "OPIS" price on a weekly basis and 2) a fixed unit price per gallon.

The Office of Maintenance is recommending award of contract for the fixed unit price for the purchase of #2 Fuel Oil, (transport deliveries) and the floating OPIS\* price for the #2 Fuel Oil (tank wagon deliveries) to the lowest bidders meeting all specifications. The Office of Transportation is recommending award of contract for the fixed unit cost for the purchase of gasoline and diesel fuels (transport and tank wagon deliveries) to the lowest bidders meeting all specifications.

**C. Hoffberger, Baltimore, MD**

#2 Fuel Oil, Tank Wagon deliveries (under 7200 gals.) OPIS Rate \$.6974	\$.0924/factor
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**Operators Energy, Baltimore, MD**

Diesel Fuel, #2, HS (off road) Tank Wagon deliveries	\$.7950/gal
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**Texas Liquids, LLC, Aston, PA**

Gasoline, 87 Octane, Tank Wagon deliveries (under 8200 gals.)	\$.8746/gal
#2 Fuel Oil, Transport deliveries (over 7200 gals.)	.7243/gal
Diesel Fuel, LS, Winter Blend (Transport)	.7366/gal
Diesel Fuel, LS, Reg. (Transport)	.7228/gal
Diesel Fuel, LS, Winter Blend (Tank Wagon)	.8312/gal
Diesel Fuel, LS, Reg. (Tank Wagon)	.8147/gal

Each participating agency will establish individual contracts with the award bidders. Funding for the purchase of gasoline, fuel oil and diesel fuel will be provided by the operating budgets of the Offices of Maintenance and Transportation.

\*OPIS: Oil Price Information Service Index is based upon the “average” of the Baltimore, MD Refiner to Reseller prices, FOB terminals, as listed in OPIS; prices for the purchase of products is based on the OPIS rate of the Monday preceding delivery and may only change as the new OPIS price becomes available. The bid “factor” remains constant during the term of the contract.

**8. Printing: School Calendars  
Contract #4-439-02**

**Estimated Award Value: \$26,435  
Communication Graphics**

A bid for the printing of the school calendars and annual report was issued on April 11, 2002, to 39 vendors. Responses were received from 16 vendors of which four were no-bid responses.

<b>Communication Graphics, Glen Burnie, MD</b>	<b>\$26,435.00</b>
Art Litho Company, Baltimore, MD	27,807.00
Creasey Printing Service, Springfield, IL	27,825.20

Nittany Valley Offset, State College, PA	28,309.00
Five Star Graphics, Milford, CT	28,470.00
John D. Lucas, Inc., Baltimore, MD	29,084.34
Patricia Litho Ltd., Cockeysville, MD	29,331.00
Reproductions, Inc., Gaithersburg, MD	32,438.00
Print-O-Stat, Inc., Hunt Valley, MD	33,102.64
Graphicolor Corporation, Vineland, NJ	37,384.00
Morning Star Design, Frederick, MD	42,425.00
Eastern Printing Company, Baltimore, MD	45,137.14

The recommendation for the award of contract is to **Communication Graphics, Glen Burnie, MD**, in the estimated amount of \$26,435. Funding will be provided by the Office of Communications.

9. **Printing: Student Handbooks** **Estimated Award Value: \$30,402**  
**Contract #4-440-02** **P. S. Graphics, Inc.**

A bid for the printing of the student handbooks, student handbooks adapted version and K-12 letters was issued on April 11, 2002, to 55 vendors. Responses were received from 13 vendors of which four were no-bid responses and two bids were rejected for failing to meet all specifications.

<b>P. S. Graphics, Inc., Baltimore, MD</b>	<b>\$30,402.00</b>
Art Litho Company, Baltimore, MD	30,538.00
Von Hoffman Graphics, Inc., St. Louis, MO	36,899.00
Communication Graphics, Glen Burnie, MD	36,979.00
Reproductions, Inc., Gaithersburg, MD	39,249.00
John D. Lucas, Inc., Baltimore, MD	44,790.00
Graphicolor Corporation, Vineland, NJ	46,216.00

The recommendation for the award of contract is to **P. S. Graphics, Inc, Baltimore, MD**, in the estimated amount of \$30,402. Funding will be provided by the Office of Student Support Services.

10. **Software: Web Content Management System** **Award Value: \$35,000**  
**Contract #3-347-02**

A bid to qualify and select a vendor to provide software that can help manage all of the Baltimore County Public Schools' web sites by allowing non-programming individuals to be able to create, edit, and publish content on the Baltimore County Public Schools web sites was issued on January 17, 2002 to 104 vendors. Proposals were received from 12 vendors. Eleven vendors were found to be non-responsive to the specifications. Many

vendors were not willing to provide their source code access in its' entirety to BCPS. Additionally, the utilization of programming languages not specified within the solicitation, and the inability of the software to function on both the MacIntosh and IBM PC environments eliminated many of the vendors.

The bid specifications were developed by the Information Technology Department with input from the bidders at a pre-bid meeting. The specifications require that the software support the management of a BCPS Administrative Level site, School sites and Teacher sites. The recommended vendor's software will support the creation of sites and sub-sites, maintaining a consistent look and feel for all websites. The Award Bidder shall provide the software, installation services, and training for BCPS personnel to properly utilize the software. This "solution" had to be very specific to meet the demands of the BCPS existing equipment and be compatible with existing BCPS software. Providing the source code (the initial programming language that allows for modification) for all of the programming was a major part of the bid requirement. With this code, BCPS can customize the software and, also, allow for future improvements.

Recommendation of award is to **Novusolution, Inc., Plantation, FL**, as the responsive and responsible bidder offering the bid price of \$30,000 for the base bid and \$125.00 per hour for additional training. Funding will be provided by the Department of Information Technology's operating funds.

#### **11. Carnegie Learning's Cognitive Tutor Algebra I Award Value \$52,000**

An initial review of Carnegie Learning's Cognitive Tutor Program was done between 1999 and 2001 with the goal to improve the achievement for all students. In accordance with our system's Blueprint for Progress the Office of Mathematics has been evaluating educational programs that would prepare all students to pass the Algebra I Maryland High School Assessment (HSA) by the end of grade 9. We were particularly interested in instructional programs that set high and consistent expectations and institutionalized continuous feedback processes and support systems that ensured quality daily instruction and continually increased student achievement in all schools.

A review was conducted by educational consultants to the Office of Mathematics with a request to explore this program, and with additional evaluation by the Office of Minority Achievement, to consider the implementation of this program at campuses with at-risk student populations. In December 2000, the Office of Mathematics, along with a team of five teachers and one principal from Baltimore County Public Schools, conducted on-site evaluations of the program at two schools in the Virginia Beach School District to observe the program in classroom settings. Additional review of the research on the program, and review of the alignment of the curriculum of the Algebra I Cognitive Tutor with both the Core Learning Goals and the Baltimore County Essential Curriculum, the Office of Minority Achievement concluded that Carnegie Learning's Cognitive Tutor Algebra I program would be an effective program to implement as a two-year pilot at

Woodlawn Middle School and Woodlawn High School. Training was given to four teachers during the summer of 2001 and implementation of the program was begun for the 2001-2002 school year.

To accommodate the need for a variety of approaches to deliver Algebra I content to all students, alternative programs need to be implemented. The Carnegie Learning Cognitive Tutor Algebra I offers a research-based, educational technology that enables students to “learn by doing” through real-world problem solving. Unlike supplemental educational software, Carnegie Learning Cognitive Tutor Algebra I is a comprehensive curriculum that integrates teacher-directed instruction, student interaction in groups, technology, text materials, and individualized learning into one program. The highly sophisticated intelligent tutoring system allows for a student to use multiple problem-solving strategies and “just in time” instruction to achieve successful results. The product reflects 15 years of research and 10 years of field-testing.

As a comprehensive program, Carnegie Learning provides integrated print and software curricula for Algebra I. The printed curriculum includes a full-year course of instruction while the computer-based software system creates individualized cognitive models for each student. This model differs from supplemental software packages that include only the computer individualization piece. The printed curriculum reflects a full approach to the learning of Algebra I where the curriculum and the technology integrate to provide a complete learning experience for the students.

Since the Cognitive Tutor is aligned to the Maryland Core Learning Goals as well as to the Baltimore County Essential Curriculum, students in this program will be prepared to pass the Algebra and Data Analysis High School Assessment as well as the county Algebra I Final Exam.

The research on the Carnegie Learning’s Cognitive Tutor Programs seem to indicate that when compared to students in traditional mathematics classes:

1. Students taking Cognitive Tutor Algebra I have been shown to perform 85% better on average on assessments of complex mathematical problem solving and thinking.
2. Students taking Cognitive Tutor Algebra I have been shown to perform 14% better on average on standardized assessments of basic mathematical skills.
3. Students who enrolled in Cognitive Tutor Algebra I have been shown to be 69% more likely to pass traditional Geometry and 71% more likely to pass traditional Algebra II.
4. The benefits of the Cognitive Tutor Algebra I approach have been shown to be equivalent for both Caucasian and African-American students.

Superintendent’s Rule 3209 paragraph 2. (A) Requires “All purchases of textbooks, computer software, and other materials are subject to the published procedures, authority, and scrutiny of the Office of Purchasing.” While Board Policy 3210, Paragraph 2, has



been interpreted to mean that we are required to formally bid instructional material in accordance with Section 5-112 and Section 7-106 of the Annotated Code of Maryland, Section 5-112 (b) (3) (ii) 1. seems to indicate that 5-112 does not apply if the County Board determines in the written specification that a particular manufacturer's product is required to maintain compatibility of service or equipment. Further, this purchase falls under Superintendent's Rule 3215, which creates guidelines and procedures for sole-source procurement only under specific guidelines. The rule permits a sole-source contract when the Office of Purchasing determines "that it would be advantageous or [that it would be] impractical to seek or utilize another source when the requirement is only available from a single source, and when the compatibility of equipment, accessories, or replacement parts is the paramount consideration."

Office of Purchasing Procedure OP4002.4 defines sole source as a purchase that occurs when a product or service is available from only one (1) supplier. Sole source refers to the supplier, not the product or service. A sole-source purchase may arise from the following conditions: Copyrighted products, such as software, publications, textbooks, media, or products (specialized and/or advanced technology), which ensure a compatible learning environment for students/faculty at various school sites. Any sole-source purchase, having a dollar value of \$15,000 or more, excluding goods defined in section 5-112, shall be presented to the Board of Education of Baltimore County for approval prior to awarding the contract and/or issuing the purchase order.

The Carnegie Learning Cognitive Tutor curriculum is currently installed at Woodlawn Middle School and Woodlawn High School where it is being tested and evaluated by the Curriculum & Instruction Department. This program fully integrates with the teacher's curriculum and optimizes the teacher's ability to utilize a computer's capabilities to create a solution that engages students' real-world problem solving skills. Carnegie Learning provides a complete standards-based curriculum combining printed materials and computer software as well as a full range of professional development services needed to implement their results-oriented approach. Carnegie Learning is the sole and exclusive, worldwide licensee of the Cognitive Tutor software and curricular materials from Carnegie Mellon University. The products are copyrighted and Carnegie Learning, Inc. and its representatives are the sole providers of any updates, enhancements and related support and implementation services.

The Curriculum & Instruction Department having thoroughly evaluated this software package would now like to further implement this program at other locations throughout the system. The planned expansion at this time would be for Deep Creek Middle School and Dundalk Middle School at a cost of \$52,000. The purchase of this software for the expansion of the program to other campuses in the system with the same identified program needs would seem to fall within our current state laws, board policies, and procedures governing sole-source procurements.