

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: June 28, 2002
TO: BOARD OF EDUCATION
FROM: Dr. J. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
Board Exhibit – July 9, 2002
ORIGINATOR: Robert Haines, Deputy Superintendent of Business Services
RESOURCE
PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the July 9, 2002 board meeting.

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

MA/xxx

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – July 9, 2002**

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

**1. Assistive Technology Software Estimated Award Value: \$80,000
Envision Technology**

The Department of Federal and State Programs, Office of Special Education, has recently won a grant award of \$250,000 to support reading through Assistive Technology. A significant portion of the grant award is designed to provide each middle and high school with a scan and read software program. Assistive Technology reviewed a variety of programs to determine the most appropriate software for BCPS's needs. The Kurzweil 3000 software was selected due to its ease of use, its dual platform, its support for a wide range of student reading and writing needs and its compatibility with previous versions of Kurzweil software that BCPS currently uses. Additionally, MSDE recommends the use of Kurzweil software for High School Assessment testing.

Recommendation of award is to **Envision Technology, Bethesda, Maryland** in the amount of \$80,000. **Envision Technology** is the sole authorized provider of Kurzweil Scan/Read software for Maryland. Funding will be provided through the Office of Special Education.

**2. Child Care Centers-Lease Agreements Estimated Award Value: \$227,000
Summer Term at 22 schools
Three-Year Contract at 87 Schools**

Over the past several years local child care providers have rented space in our schools for morning and afternoon daycare. There are a total of 109 leases with multiple vendors, 22 leases with various providers throughout the Baltimore County area who will provide summer daycare programs from June through August. There are another 87 lease agreements for various childcare providers from throughout the Baltimore County area who will provide morning and afternoon daycare services from August 2002 until June 2006.

3. **Contract – Interest in Property**

**Estimated Annual Revenue: \$700
Richardson Farms**

From April 30, 2002 until May 17, 2002 Baltimore County Public Schools Office of Purchasing advertised on the Public Notices section of our website for proposals to farm 9.7 acres of vacant property belonging to BCPS at 6025 Ebenezer Road. We received only one proposal from **Richardson Farms** for the amount of \$700.00 per year. BCPS is proposing a one-year lease with four one-year extensions. The property is located next to land that is already managed by **Richardson Farms** and would otherwise lie dormant if not farmed by Richardson. There are no plans at this time by BCPS to use the land for any other purpose.

Since this is revenue, no funding is required from the budget.

4. **Contracted Services: Fingerprinting
& Background Investigative Services
Three-Year Bid**
Anne Arundel County Public Schools Contract # 00-46

**Estimated Annual Value: \$200,000
Estimated Award Value: \$600,000
Kroll Background America, Inc.**

A three-year bid to qualify and select a contractor to provide contracted services for "Fingerprinting and Background Investigative Services" was issued by the Anne Arundel County Public Schools in their Solicitation Number 00-46 on September 20, 1999. An award of contract was made by the Board of Education for Anne Arundel County Public Schools to the **Kroll Background America, Inc., Hampstead, MD 21704**. This agreement has a multi-agency clause that allows other jurisdictions to participate in the contract under the same terms and conditions.

The Office of Purchasing is recommending participating in the solicitation issued to **Kroll Background America, Inc.**, by contracting with them for a period of three (3) years for fingerprinting and background investigative services under the same terms and conditions established by Anne Arundel County Public Schools. An option to extend the contract for two additional one-year terms was included. Other than administrative costs this contract would not be an expense to the BCPS Board of Education and/or Schools, as applicants pay the contractor directly for all fees.

The cost to process any applicant applying for a position would be \$66.00 paid by the new hire. This amount includes the fee of \$42.00 which is currently being charged by the Maryland Criminal Justice Information Service for background checks. Also included within this fee is a flat fee of \$24.00 which is the administrative fee for **Kroll Background America, Inc.**

For the purposes of this Agreement the Contractor shall:

- Provide adequate staffing to perform fingerprinting and background investigative services for the BCPS. Minimally, this shall include one person dedicated for duty on site during the hours of operation. This person's location of duty is at the Baltimore County Public Schools office located at 9610 Pulaski Park Drive, Suite 204, Baltimore, MD 21220, or, as designated by the Board.
- Accept appointment requests via telephone, in-person, and from Human Resources for fingerprinting and background investigative services.
- Assist the employee in completing all required forms to process the background investigation and the INS (Immigration Naturalization Services) Form I-9. The Contractor shall review and ensure all application information is complete.
- Fingerprint the applicant on required fingerprinting cards.
- Identify any applicants who have disclosed a criminal background to the Office of Investigations and Records Management for screening
- Process all appropriate paperwork.
- Provide billing and statistical information to the Board.
- Send fingerprinting paperwork to the Maryland Criminal Justice Information Service by first class mail and manage all billing requirements with them for the stated services.
- Provide completed commercial background investigation requests to the Office of Investigations and Records Management. The contractor shall process commercially sourced "Background Investigation" requests from BCPS. The contractor receives the requests through a secure internet access system and is responsible for conducting the background investigation in accordance with the specifications.
- Provide a full time representative on site with a toll free number that is available for emergency requests and customer support needs.
- Provide additional fingerprinting services at other Board locations to accommodate new hires, whenever BCPS specifies.
- Maintain for BCPS a retention of all records for a minimum of five years from the date of termination of the contract and provide copies of these records upon the request of BCPS. BCPS will pay reasonable reproduction costs.

- Accept payment from the applicant for their services.
- Provide BCPS with a summary of all itemized billings for all services billed on a monthly basis.
- Provide payment directly to the Criminal Justice Information Service for State and Federal government background checks.
- Provide payment directly for all billing requirements for commercial background investigations.
- Provide complete confidentiality of any and all information provided by the Board, and gathered and/or developed by the Contractor in the performance of this contract.
- Reprocess data and prints that are rejected by the Criminal Justice Information Service for the State at no additional fee to the Board.
- Flag those records of applicants that have need for further investigation by the Baltimore County Public Schools.

If BCPS requests additional services the cost per person could vary depending upon the various additional investigations required. The type of investigations will vary depending upon the position applied for by the applicant. This funding is provided by the employee.

5. **Contracted Services: Programmer** **Estimated Award Value: \$80,000**
Second One-Year Extension **Stephen Smith & Associates**
Contract # 2-237-00

A bid for programming and analysis support services was issued January 13, 2000 to 17 vendors. Proposals were received from two vendors. One vendor submitted a no-bid response. Award of contract was approved by the Board of Education in February 2000 to **Stephen Smith Associates** at \$37.00/hour and extended in June 2001 for an additional year.

The contractor is assigned to Information Technology's Student Data Team that supports student accounting processes, report card production, mandatory government reports and the in-school Columbia system.

The bid was designed to provide two one-year extensions of contract upon the request of BCPS. The award bidder has agreed to honor all pricing, term and conditions of the original proposal. Extension of contract is recommended to **Stephen Smith & Associates, Baltimore, MD**, in the estimated award value of

\$80,000. Funding will be provided through the operating budget of the Department of Information Technology

6. **Equipment Contract: Technology** Estimated Award Value: \$302,754
Education Furniture & Equipment
Two and One Half Year Bid
Contract # 7-701-02

A bid for technology education furniture and equipment for Woodlawn and New Town High Schools Technology Laboratories was issued April 11, 2002 to 29 vendors. The contract will end December 20, 2004. Responses were received from 17 vendors of which two vendors submitted no bid responses. Awards are recommended to the lowest bidder meeting all specifications as follows:

Maryland Center for Career & Technology Education, Baltimore, MD
CAD software

Baltimore Stage Lighting, Baltimore, MD
Overhead lighting package

B & H Photo Video Pro Audio, Inc., New York, NY
Intercom communicator system

Educational Technology, Hauppauge, NY
Video recorder, digital camera still CD, digital camera floppy disk, palm calculator, printers, PC editing video software

Grainger, Inc., Timonium, MD
Lab maintenance: machines, service buildings and electrical service, pneumatic power packages: compressors, storage tanks and brad nailer and accessories, lab tools: clamps and vises and 32 piece tool set

Glover Equipment, Cockeysville, MD
Workbenches, chairs, desks

Kelvin Electronics, Melville, NY
Electricity learning system, electronic learning system, communication activity pack-laser, communication activity pack-radio enterprises

Kunz, Inc, Baltimore, MD
Microphone cable, speakers, video editing software

Landon Systems, Westminster, MD
13" color TV sets

Midwest Technology, Sioux City, IA
Band saw, Sanitizing tool panel

Paxton-Patterson, Chicago, IL
Drill press, hot wire cutter, miter box saw, oven, power hand tools, strip heater, table saw

School Specialty, Mansfield, OH
Computer carts

Washington Professional Products, Wheaton, MD
DVD recorder, audio console, digital camcorder, CD player, sound mixer and speakers, studio communications system, teleprompter, video light package, editing recorder, microphone cable

Funding will be provided through capital funds allotted to each school for furniture, fixtures and equipment.

7. **Food Service: Equipment** **Estimated Award Value: \$162,822**
Contract #4-447-02

A bid for the purchase and delivery of Food Service equipment for various schools was issued on May 16, 2002 to 31 vendors. Responses were received from nine vendors of which four were no-bid responses.

Award of contract is recommended to the lowest bidders meeting all specifications:

American Energy Restaurant Equipment, Inc., \$87,453
Springfield, VA
Convection Oven (double), Convection Oven (single), Refrigerator (Reach-In, 2 door), Serving Counters, Merchandiser, Holding & Display Cabinet, Fryer

Calico Industries, Inc., Annapolis Junction, MD \$27,840
Refrigerator

DePalo & Sons, Inc., Baltimore, MD \$19,532
Slicer, Kettle (40 gal), Storage Cabinets, Table

Essbar Equipment Company, Wilmington, DE \$27,997
Steamers (Hypersteam), Convection Oven, Tables, Counter Top Merchandiser

The estimated award value of the contract is \$162,822. Funding will be provided by the Office of Food and Nutrition Services.

**8. Music: School Instrument Repair Services
Contract # 4-431-02**

Estimated Award Value: \$40,000

A bid for the annual price agreement for the repair of musical instruments and the purchase of various materials and supplies (instructional books, sheet music, reeds, etc.) was issued on March 14, 2002 to 14 vendors. Responses were received from seven vendors of which one was a no-bid response.

The objective of the specifications was for vendors to submit a fixed hourly rate for the repair services and a discount allowance from published list prices for materials and supplies for a period of one year. With this concept, more than one vendor may be awarded a contract, which allows the Office of Music and all schools contract pricing and immediate access for routine supplies and services.

Awards are recommended to the bidders meeting all specifications. The estimated award value is \$40,000. The Office of Music will provide funding for the repairs and funding for the supplies will be provided by the operating budget of each school.

REPAIR SERVICES

	<u>Standard Hourly Rate</u>	<u>Percentage Markup for Parts</u>
Hess Music, Manchester, MD	\$34.00/hour	20%
Menchey Music Services, Inc., Hanover, PA	\$35.00/hour	25%
Music & Arts Center, Timonium, MD	\$20.00/hour	50%
Music Land, Bel Air, MD	\$40.00/hour	20%
Stu's Music Shop, Westminster, MD	\$34.00/hour	20%

MATERIALS AND SUPPLIES

Discount from Published Pricing

	<u>Instrument Accessories</u>	<u>Music Supplies</u>
Hess Music	25%	35%
Menchey Music Services	25%	25%
Music & Arts	25%	25%
Music Land	30%	20%
Stu's Music Shop	20%	20% - 25%

9. **Paper: Computer** **Estimated Award Value: \$23,494**
Contract #4-445-02 **Maryland Business Forms**

A bid for the purchase of computer paper for all schools and central offices was issued on May 2, 2002 to 18 vendors. Responses were received from five vendors of which three were no-bid responses.

The paper is delivered to Distribution Services for delivery to the Office of Information Technology, schools and central offices on an as needed basis.

Maryland Business Forms, Inc., Glyndon, MD	\$23,494
Moore North America, Laurel, MD	\$27,342

Award is recommended to the lowest bidder meeting all specifications, **Maryland Business Forms, Inc.** in the estimated amount of \$23,494. Funding will be provided by the Office of Information Technology and the operating budgets of the individual schools and offices.

10. **Printing: Continuous Forms** **Estimated Award Value: \$26,445**
Contract #4-446-02

A bid for the printing of continuous forms was issued on May 2, 2002 to 20 vendors. Responses were received from nine vendors of which one was a no-bid response.

Award of contract is recommended to the bidders meeting all specifications:

Performa DocuCom Services, Bowie, MD	\$18,475
Maryland Business Forms, Glyndon, MD	\$5,006
Consolidated Graphic Communications, Harrisburg PA	\$2,316
Better Business Forms, Baltimore, MD	\$648

The estimated award value of the contract is \$26,445. Funding will be provided by the Office of Information Technology.

11. **Curriculum - Elementary Math Kits** **Estimated Award Value: \$98,658**

There is currently no consistent mathematics curriculum in the BCPS Pre-Kindergarten program that addresses the Maryland Content Standards and Maryland Learning Outcomes. The *Pre K Mathematics Program* addresses the Maryland Learning Outcomes in a language rich curriculum and coordinates perfectly with the total Pre Kindergarten curriculum, as the development of language skills is one of the primary focuses of the program.

This curriculum program will enable the Department of Elementary Programs to improve achievement for all students in the Pre Kindergarten program, which will positively effect their achievement in the Kindergarten program. The content and methods used in the *Pre K Mathematics Program* support the content of the BCPS Kindergarten Mathematics program. One of the goals of the BCPS Pre-Kindergarten program is to help prepare students for Kindergarten particularly in the area of language development. It is an integrated program that addresses mathematical concepts in the world of the three-year-old using language, cultural connections, literature, and art.

Superintendent's Rule 3215 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. 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. indicates 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. Office of Purchasing procedure OP4002.4 indicates that 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.

This program is currently being piloted in ten Baltimore County Schools with positive results. The BCPS Elementary Mathematics Office considered collaborating with the BCPS Early Childhood office to write our own Pre Kindergarten Mathematics Program. This one-time-only purchase is a more cost effective and time efficient way of establishing a pre-kindergarten mathematics program. The Office of Elementary Mathematics previewed this new *Pre K Mathematics Program* and found it supported the rationale for teaching mathematics to the young child. This program is based on the same national and local standards that support our BCPS elementary mathematics curriculum. The publisher has used research based best practices in designing an age appropriate mathematics program for the Pre K child. This publisher also publishes the textbook program being used in grades 1-5 in Baltimore County Public Schools.

Funding will be provided from redirected resources.

12. Library Services – 3M Library Security System

Estimated Award Value \$97,200

The 3M Library Detection System tracks the proper check out of library books by students thus protecting BCPS \$10.529 million investment. It will also assist library media specialists with collection accountability and provide an effective way to manage the flow of information resources in and out of the library media center. The system is provided by the 3M Company, St. Paul, MN, and owns the patents on certain parts of the technology for the detection system that reads the "Tattle-Tape" identification strip placed in each library book. 3M's product interfaces with the security system strips that are affixed by our book vendors at the time of purchase. 3M's hardware and security system strips are a "mother - daughter product relationship." That is, the functioning of the system depends of how the software and hardware interface. This purchase will complete the project that began in the late 1980's when the Security Office purchased the systems for high schools.

It has been determined that in accordance with Board of Education Policy 3215 and Superintendent's Rule 3215 that this procurement does qualify and meet the criteria to be considered a sole source procurement. Because this system already exists at several schools in BCPS and because it has been determined that it is the only technology compatible with our current "Tattle – Tape" The Office of Purchasing has determined "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.

Funding will be provided from redirected resources.