

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: September 23, 2003
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the following contract recommendations.

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

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – September 23, 2003**

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

- 1. Contract:** Assistive Technology Equipment
Contract #: PCR-234-04

Term: One-time purchase **Extensions:** N/A **Contract Ending Date:** N/A
Estimated total award value: \$38,075

Bid issued: N/A
Pre-bid meeting date: N/A
Due Date: N/A
No. of vendors issued to: N/A
No. of bids received: N/A
No. of no-bids received: N/A

Description:

The Maryland Assistive Technology Cooperative was formed by the Maryland Technology Assistance Program (MDTAP) as a 501c3 non-profit organization to remove barriers to the provision of assistive technology devices and services in Maryland's schools. With financial support from the Maryland State Department of Education, Division of Special Education, the co-op established a cooperative buying service that, through competitive solicitations, acquires significant discounts on assistive technology devices and software for member school systems, private schools, and organizations.

The products being purchased represent augmentative communication devices that provide children who are unable to communicate verbally with a means of functional communication. The array of devices will serve the communication needs of students from pre-school through age 21.

Recommendation:

Award of contract is recommended to:

AT LAST, Inc., Maryland Assistive Technology Cooperative, Savage, MD

Responsible school or office: Assistive Technology

Contact Person: Marsye Kaplan

Funding Source: Operating budget of the Office of Special Education

2. Contract: Contracted Services for *On-Call* Inspection and Repair of Physical Education Facilities and Equipment
Bid #: RHA-310-04

Term: 5 years **Extensions:** 0 **Contract Ending Date:** 4/28/08 (tentative)
Estimated annual award Value: \$20,000
Estimated total award value: \$100,000

Bid issued: July 17, 2003
Pre-bid meeting date: none held
Due Date: July 31, 2003
No. of vendors issued to: 5
No. of bids received: 2
No. of no-bids received: 0

Description:

The Office of Physical Education intends to have pre-qualified contractors with the appropriate insurance, training, and certification to provide approved personnel who are properly trained and experienced to provide inspection services and repair services *as needed* for stationary and non-stationary physical education equipment. This work will be done on either a *time-and-material* or a *not-to-exceed* quote basis. The inspectors shall be experienced and trained in physical education equipment inspections, and shall be required to certify that the equipment inspected is in proper working condition and that the equipment is safe for normal use within the school curriculum. Another component of this solicitation is to provide skilled, trained personnel to execute repairs at the various sites on a *time-and-material* basis for any equipment.

The contract is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system and are pending allocation of funds. Specifications were developed in conjunction with the Office of Physical Education staff.

Recommendation:

Award of contract is recommended to the following vendors based upon their regular hourly rate, for each worker on site, working for both inspection and repair.

Primary	Most, Inc., Baltimore, MD 21206
Secondary	All Gyms, Inc., Riva, MD 21140

Responsible school or office: Office of Physical Education

Contact Person: Sarajane Quinn

Funding Source: Operating budget of the Office of Health, Physical Education and Dance

3. Contract: Contracted Services: Maryland Online Technology Assessment
for Teachers
Bid #: JCO-406-04

Term: 2 years **Extensions:** 0 **Contract Ending Date:** 08/31/05 (tentative)
Estimated annual award value: \$62,725
Estimated total award value: \$125,450

Bid issued: July 10, 2003
Pre-bid meeting date: July 24, 2003
Bid due date: August 7, 2003
No. of vendors issued to: 67
No. of bids received: 3
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A request for proposal was issued by BCPS as the lead agency for the *Maryland Online Technology Assessment for Teachers and Administrators Consortium* for the purpose of seeking a provider to develop selected response items to be used in an online technology assessment for teachers. The assessment will measure the technology competencies of teachers based on the Maryland Teacher Technology Standards (MTTS). This is a three-year project that began with the planning stage in the 2002-2003 school year.

BCPS, the lead local school system, and 13 other local school systems are participating in this collaborative effort with funding provided through an *Enhancing Education Through Technology* partnership grant.

The selected response items will be delivered online and scored electronically. Selected response items will measure a teacher's proficiency on the MTTS. The items will be piloted during the 2003-2004 school year in 14 Maryland school districts that are members of the Consortium. During the second year of the grant implementation (2003-2004), it is also planned, dependent upon funding, to make revisions to the teacher assessment tool and to develop selected response items for an online assessment of technology skills of school administrators. The consortium will recommend the teacher tool for statewide implementation and revise the online administrator tool in year three (2004-2005) of the proposed grant implementation.

The objective of the specifications was for bidders to submit a technical and cost proposal based on the criteria provided by the members of the *Maryland Online Technology Assessment for Teachers and Administrators Consortium*. The bidders were required to provide an hourly rate and an estimated number of hours needed to complete the task.

The award of contract is not based on the lowest price, but on the best overall technical proposal meeting all criteria. Representatives of BCPS and the consortium served as the evaluation team in reviewing the responses of the bidders.

Recommendations:

Award of contract is recommended to:

Caliber Associates, Fairfax, VA

Responsible school or office:

Instructional Technology

Contact Person:

Thea Jones

Funding Source:

Enhancing Through Technology
Partnership Grant (Title 2D: Federal
Funding through the MSDE)

4. **Contract:** Office Supplies
Contract #: RGA-106-04 (Maryland State Contract #001T814282)

Term: 3 years **Extension:** 12 months **Contract Ending Date:** 4/30/07 (tentative)
Estimated annual award value: \$25,000
Estimated total award value: \$100,000

Description:

BCPS requires approval to use the Maryland State Office Supply Contract in conjunction with our current online catalogs. Under Section 5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland which allows for our participation in contracts for goods and commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency follows the public bidding procedures. The specifications require the bidder(s) to offer a guaranteed discount rate of 59 percent for all office supplies within a published industry catalog for orders processed on an as-needed basis. Deliveries must be completed within seven working days from receipt of order. The deliveries must be made to the individual schools or offices. The vendor has also agreed to offer online ordering through the BCPS Intranet, allowing schools and offices to purchase electronically. We also use Office Depot through our U.S. Communities Consortium contract which has a 63 percent discount, and Corporate Express which has a 61 percent discount. The recommended vendor is woman-owned and certified by the state of Maryland as a Minority Business Enterprise.

Recommendation:

Award of contract is recommended to the following firm:

Rudolph's Office & Computer Supply, Inc., Baltimore, MD

Responsible school or office: Office of Purchasing

Contact Person: June Coleman

Funding Source: Operating budgets of various schools and offices

5. Contract: Telephone Repair and Maintenance
Bid #: PCR-233-04

Term: 2 years **Extensions:** 3/1-year **Contract Ending Date:** September 2008 (tentative)
Estimated annual award Value: \$50,000
Estimated total award value: \$250,000

Bid issued: July 31, 2003
Pre-bid meeting date: August 14, 2003
Due Date: August 27, 2003
No. of vendors issued to: 12
No. of bids received: 3
No. of no-bids received: 1

Description:

The bid establishes labor rates for repair, maintenance, modification, wiring, and installation of new or replacement telephone equipment.

Recommendation:

Award of contract is recommended to:

Primary	Cabling Concepts, LLC, Millersville, MD
Secondary	Allen's Telephone Service, Inc., Baltimore, MD
Secondary	Tri-Link, Inc., Parkville, MD

Responsible school or office: Department of Technology

Contact Person: Judson Porter

Funding Source: Operating budget of the Department of Technology