

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 10, 2004
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 – August 10, 2004**

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

- 1. Contract:** Catapult Learning, Extension
Bid #: 1-105-96

Term: 2-year extension **Contract Ending Date:** 8-31-06 (tentative)
Estimated annual extension award value: \$121,000
Estimated total extension award value: \$242,000

Description:

A two-year extension of contract is recommended to Catapult Learning, LLC (formerly Sylvan Learning Systems, Inc.), Baltimore, MD, for services at Riverview Elementary School. The original program contract was approved by the Board on August 6, 1996. The focus of the program at Riverview Elementary School is instructional support for students in grades one through five. Services are provided to supplement BCPS' curriculum in reading and writing language skills for approximately 100 students. Catapult will provide pretest assessment prior to a student entering the program, and following review of those results, the student is enrolled into an individualized, perspectives instructional program. The fee for the school years from 2004 to 2006 is \$242,000.

The contract also includes a performance guarantee, i.e., a guarantee that requires a specific number of hours for direct instruction, instructional progress documented in assessment tools, and additional hours of service at no charge to respond to any student(s) who fails to achieve the established improvement goals. Catapult personnel are Maryland certified teachers who provide instruction during the school day as well as after-school activities. A summary report is prepared by the Office of Educational Accountability of the Catapult program results for the school.

Catapult Learning, LLC, Baltimore, MD, has agreed to honor all fees, terms, and conditions of the original bid specification.

Extension of this contract is subject to the availability and/or appropriation of funds.

Recommendation:

Award of contract is recommended to:

Catapult Learning, LLC, Baltimore MD

Responsible school or office: Riverview Elementary School

Contact Person: Thomas (Mick) Small

Funding Source: Title I Funds

2. Contract: Food Service-Food Products: Frozen Waffles, Amendment
BID #: JCO-421-03

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated total award value: \$4,974,396

Description:

A bid for the annual price agreement was issued for the purchase of various food products (canned fruits and vegetables, canned meat and seafood, cereals, condiments, spices, dry goods, pizza and frozen foods) for delivery direct to the food services warehouse. The initial solicitation for providing various food products was approved by the Board on May 25, 2004, and awarded to 17 vendors. Kellogg's Food Away From Home is an award bidder from that solicitation.

The initial solicitation omitted frozen waffles. On June 18, 2004, quotes were requested from Kellogg's Food Away From Home, Princess Ann Products, Carroll County Foods, and Sysco Food Services Foods to provide frozen waffles. Kellogg's Food Away from Home, Inc., was the only vendor providing a quote. This will increase the current contract amount by \$27,700.

Recommendation:

Amended award of contract is recommended to:

Kellogg's Food Away From Home, Battle Creek, MI

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein

Funding Source: Operating budget of the Office of Food and Nutrition Services

3. Contract: Fuel Oil—Number 2
Bid #: MBU-511-05 (Baltimore City Public Schools BCS #04051)

Term: 3 years **Extension:** 0 **Contract Ending Date:** 6/30/07 (tentative)

Estimated annual award value: \$1,502,861

Estimated total award value: \$4,508,583

Bid issued: June 7, 2004

Pre-bid meeting date: None

Bid due date: July 7, 2004

No. of vendors issued to: 6

No. of bids received: 6

No. of no-bids received: 0

No. of non-responsive: 0

Description:

A solicitation was issued by the Baltimore City Public School System’s Office of Materials Management and Logistics to qualify and select contractors to provide #2 Fuel Oil for ten municipalities and organizations under a Baltimore Regional Cooperative Purchasing Committee adopted solicitation. The second phase of the solicitation process involved a reverse auction that was held on July 7, 2004. The auction saw various vendors bid their per-gallon “factor(s)” (mark-ups) over the market cost for #2 fuel oil.

The specifications allow BCPS to purchase at the Oil Price Information Service (OPIS) or New York Mercantile Exchange (NYMEX) factors offering an option based on seasonal requirements and the current market. The specifications also allow BCPS to look at other factors, such as age of vendor equipment, transport ability, etc., before selecting an award bidder. Contract award value is based on a cost per gallon of \$1.20. BCPS purchases on average each year 1.352 million gallons. We are committed to buy from the NYMEX price for six months, then we can convert to either OPIS or NYMEX for the second six months, whichever is cheaper.

Recommendations:

Award of contract is recommended to:

Carroll Fuel Company, Baltimore, MD

Responsible school or office: Department of Physical Facilities

Contact Person: Pradeep Dixit

Funding Source: Operating budget of the Department of Physical Facilities

4. Contract: HVAC Repair Services Extension, Revision
Bid #: 3-343-01

Term: 1-year **Contract Ending Date:** 3/13/05 (tentative)
Estimated annual extension award value: \$1,000,000
Estimated total extension award value: \$1,000,000
Original award value: \$300,000

Bid issued: January 18, 2001
Pre-bid meeting date: January 31, 2001
Due Date: February 15, 2001
No. of vendors issued to: 14
No. of bids received: 13
No. of no-bids received: 0

Description:

This is a revision of a one-year extension that was approved by the Board on March 9, 2004. The purpose of this board exhibit is to request additional funds to adequately cover current and forecasted service requirements greater than originally anticipated.

Recommendations:

Primary Award	Denver-Elek, Inc., Baltimore, MD
Secondary Award	R. F. Warder, White Marsh, MD
Tertiary Award	Tignall & Company, Cockeysville, MD

Responsible school or office: Division of Physical Facilities, Maintenance

Contact Person: Cornell Brown

Funding Source: Operating budget of the Office of Maintenance

5. Contract: Library Supplies
Contract #: JCO-450-04

Term: 2 years **Extension:** 0 **Contract Ending Date:** 8/30/06 (tentative)
Estimated annual award value: \$20,000
Estimated total award value: \$40,000

Bid issued: June 10, 2004
Pre-bid meeting date: None
Bid due date: June 24, 2004
No. of vendors issued to: 12
No. of bids received: 5
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A multi-year price agreement was issued for the purchase of miscellaneous library supplies. The specification requires the bidders to offer a discount for all library supplies within a unique industry catalog. The vendor must guarantee the discount rate, with delivery to each individual school for orders processed on an as-needed basis. Delivery is required within 14 days of receipt of the purchase order or through the use of the BCPS procurement card. The specifications allow the award of contract to multiple bidders offering the greatest diversity of library products for the schools and offering the highest discount off the published catalog price.

Recommendations:

Awards of contract are recommended to:

Brodart Company, McElhattan, PA
Highsmith, Inc., Fort Atkinson, WI
School Specialty, Inc., Mansfield, OH

Responsible school or office: Library Information Services

Contact Person: Della Curtis

Funding Source: Operating budget of each individual school

6. Contract: Low Volume Digital Photocopiers
Bid #: PCR-250-04

Term: 3 years **Extensions:** 2/1-year **Contract Ending Date:** 8/11/09 (tentative)
Estimated annual award value: \$200,000
Estimated total award value: \$1,000,000

Bid issued: February 26, 2004
Pre-bid meeting date: March 18, 2004
Due Date: March 25, 2004
No. of vendors issued to: 22
No. of bids received: 11
No. of no-bids received: 2

Description:

A bid was issued for low volume digital photocopiers (multi-purpose machines). These machines are purchased, as opposed to leased, are high-volume machines, and are recommended for service in the 20,000 to 50,000 per month copy volume range. Contracts shall include equipment cost, and projected maintenance and supply costs over the contract term.

As a stand-alone photocopier, digital technology offers minimal handling of originals, eliminates conventional sorter bins, produces more consistent copy quality, and operates at a reduced level of noise. As a networked photocopier, digital machines allow multiple users to print documents directly from their personal computers.

Recommendation:

Award of contract is recommended to:

Advance Business Systems, Inc, Cockeysville, MD
Imagistics International, Inc., Baltimore, MD

Responsible school or office: Office of Purchasing
Contact Person: Paul Cramer
Funding Source: Operating budget of individual schools and offices

7. Contract: *Maryland Assistive Technology CO-OP, Assistive Technology: Loans, Acquisitions, Services, and Training (AT:LAST) – Purchasing Consortium*

Bid #: RGA-132-05

Term: 4 years **Extension:** NA **Contract Ending Date:** 9/30/08 (tentative)
Estimated annual award value: \$30,000
Estimated total award value: \$120,000

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

Description:

The Maryland Assistive Technology CO-OP, doing business as Assistive Technology: Loans, Acquisitions, Services, and Training (AT:LAST) is supported by funding from MSDE and the Developmental Disabilities Council (DDC). The mission is to support Maryland’s schools with assistive technology: loans, acquisitions, services, and training. The co-op’s function is to negotiate discounts on devices and software to provide the lowest cost for assistive technology products. Since the co-op began operation, participating members have saved over \$900,000 by combining their purchasing power to negotiate price reductions on assistive technologies. Baltimore County, as a member of the co-op, has realized over \$6,000 savings through the efforts of the co-op.

The products purchased through the co-op enable our youngsters the opportunity to participate in educational programs on an equitable level with their non-disabled peers. Specifically, the products consist of augmentative communication devices, computer technology, adapted access equipment, and software. These high-tech systems provide youngsters who do not possess functional verbal communication skills an avenue with which to communicate. It also enables students the ability to participate as a full member in their classroom setting. The equipment requested is recommended during assistive technology evaluations and noted on their IEP.

Recommendation:

Approved purchases made through the Maryland Assistive Technology CO-OP

Responsible school or office: Office of Technology in Special Education
(Assistive Technology)

Contact Person: Marsye Kaplan

Funding Source: Special Education

8. Contract: Nextel Cellular Phones
Contract #: RGA-136-05

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/05 (tentative)
Estimated annual award value: \$100,000
Estimated total award value: \$100,000

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

Description:

Baltimore County Public Schools would like to *piggyback* the state of Maryland contract, #DBM-9915-DCES, for Nextel phones. These Nextel phones are state-of-the-art, integrated, digital phone units that contain digital, cellular, paging services, data services, GPS, and *Nextel Direct Connect*. *Direct Connect* allows users to instantly talk with other BCPS' Nextel phone users at the touch of a button. Departments can evaluate phones offered under this state contract, as well as phones offered under the existing state contract award. Purchases under this award will vary depending on the requirements of each individual department.

Recommendation:

Award of contract to:

Nextel Communications, Silver Spring, MD

Responsible school or office: Department of Information Technology

Contact Person: Greg Barlow

Funding Source: Individual operating budgets of offices and schools

9. Contract: *On-Call* Emergency and Non-Emergency HAZMAT Clean-up/
Disposal Services
Bid #: JMI-622-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 07/ 31/09 (tentative)
Estimated annual award value: \$100,000
Estimated total award value: \$500,000

Bid issued: June 10, 2004
Pre-bid meeting date: June 21, 2004
Due Date: June 30, 2004
No. of vendors issued to: 6
No. of bids received: 3
No. of no-bids received: 0

Description:

All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis. Award bidders were ranked according to a formula that applied a multiplier to pricing provided by bidders for: hourly rates (manpower and equipment); individual pricing for protective clothing; oil sorbents; and disposal costs.

Recommendation:

Award of contracts is recommended to the following firms:

Primary	A & A Environmental Services, Linthicum Heights, MD
Secondary	A2Z Environmental Group LLC, Joppa, MD
Tertiary	Clean Harbors Environmental Services, Laurel, MD

Responsible school or office: Department of Physical Facilities, Office of
Environmental Services

Contact Person: Bob Merrey

Funding Source: Operating budget of the Office of Maintenance

10. Contract: *On-Call* Science Chemicals and Waste Disposal Services
Bid #: JMI-650-04

Term: 5 years **Extensions:** 0 **Contract Ending Date:** 07/31/09 (tentative)
Estimated annual award value: \$100,000
Estimated total award value: \$500,000

Bid issued: June 10, 2004
Pre-bid meeting date: June 21, 2004
Due Date: June 30, 2004
No. of vendors issued to: 8
No. of bids received: 7
No. of no-bids received: 0

Description:

All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis. Award bidders were ranked according to a formula that applied a multiplier to pricing provided by bidders for various labor rates (chemist, field technician) and disposal fees for various containers of chemicals (solid and liquid).

Recommendation:

Award of contracts is recommended to the following firms:

Primary	Philip Services Group, Hatfield, PA
Secondary	Environmental Waste Specialists, Inc., Chantilly, VA
Tertiary	Environmental Management Services, Inc., Rockville, MD

Responsible school or office: Department of Physical Facilities, Office of Environmental Services

Contact Person: Bob Merrey

Funding Source: Operating budget of the Office of Maintenance

11. Contract: Owner Authorization Agreement with Omnipoint (T-Mobile)
Contract #: RGA-135-05

Term: None **Extension:** None **Contract Ending Date:** TBD

Estimated annual award value: NA
Estimated total award value: NA

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

Description:

Baltimore County Public Schools has been approached by Omnipoint Communications Cap Operations, L.L.C., requesting permission to enter our property at Randallstown High School and conduct reasonable tests designed to determine the feasibility of a cell tower on the property. Omnipoint will conduct radio frequency testing, soil testing, on-site feasibility assessment, and filing of necessary zoning applications granting this right of access. All necessary licenses and permits or authorizations required for Omnipoint’s use of the property from all applicable government and/or regulatory agencies will be at their (Omnipoint’s) expense.

At the conclusion of the feasibility testing, BCPS and Omnipoint will enter into negotiations for the actual lease of the property, if that is the desire of both parties.

Recommendation:

Permission granted for communication testing to:

Omnipoint Communications Cap Operations, LLC, Baltimore, MD

Responsible school or office: Department of Physical Facilities

Contact Person: Don Krempel, Ph.D.

Funding Source: No Cost to BCPS

12. Contract: Physical Examinations, Extension
Bid #: 4-400-03

Term: 2 year **Extension:** 0 **Contract Ending Date:** 8/30/06 (tentative)
Estimated annual award value: \$105,000
Estimated total award value: \$210,000

Bid issued: June 6, 2002
Pre-bid meeting date: June 17, 2002
Bid due date: June 27, 2002
No. of vendors issued to: 19
No. of bids received: 7
No. of no-bids received: 1
No. of non-responsive: 0

Description:

The Board of Education approved a contract with the vendors on August 13, 2002, to provide physical examinations for school bus drivers, other Commercial Drivers License (CDL) holders (distribution services, food services, maintenance, etc.), and to monitor exposure to asbestos, lead, and PCB (polychlorinated biphenyl) for the Department of Physical Facilities.

The Department of Risk Management, and the Offices of Transportation, Distribution Services, Food and Nutrition Services, Maintenance, and Purchasing are recommending the extension of the contract for one additional one-year period.

Recommendations:

Extension of contracts is recommended to:

Concentra Health Services, Elkridge, MD
Mt. Royal Medical Associates, Baltimore, MD
(formerly Maryland General Care, Inc.)

Responsible school or office: Department of Risk Management

Contact Person: Frances Allen

Funding Source: Department of Risk Management, Offices of Transportation, Distribution Services, Food and Nutrition Services, and Maintenance

13. Contract: Stanford Diagnostic Reading Test
Contract #: RGA-133-05

Term: 5 years **Extension:** 0 **Contract Ending Date:** 6/30/09 (tentative)
Estimated annual award value: \$97,086.20
Estimated total award value: \$485,431.00

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

Description:

The *Stanford Diagnostic Reading Test* by the Harcourt assessment will be used in both elementary and secondary schools. Currently a system-wide diagnostic test does not exist to identify students' specific strengths and needs in the area of reading.

- For elementary schools, information is needed to diagnose the specific reading strengths and needs (i.e., phonics, vocabulary, comprehension) of incoming third grade students scoring in stanines 1-3, and incoming fourth and fifth grade students scoring in the Basic range on Maryland State Assessment (MSA). MSA provides the students' range (basic, proficient, advanced), but it does not indicate the specific skills needed for instructional intervention. The *Stanford Diagnostic Reading Assessment* assesses the essential components of reading in order to determine students' strengths and needs for instructional planning.
 - This assessment will be used as part of a comprehensive assessment and intervention program in the following elementary schools: Baltimore Highlands, Battle Grove, Berkshire, Chadwick, Charlesmont, Chase, Chesapeake Terrace, Deep Creek, Dogwood, Dundalk, Edmondson Heights, Glenmar, Halstead, Hebbville, Hernwood, Johnnycake, Logan, Mars Estates, Middlesex, Norwood, Oliver Beach, Owings Mills, Powhatan, Randallstown, Sandalwood, Sandy Plains, Scotts Branch, Sussex, Timber Grove, Villa Cresta, White Oak, Winfield, and Woodmoor. Information from the assessment will be used to identify the type of differentiated and accelerated instruction required by students.
- The Office of Secondary English and Reading has selected the *Stanford Diagnostic Reading Test* as the test for measuring baseline knowledge and progressive growth for the high school students using the Fast Track (reading intervention) program.

- In the 12 identified high schools (Lansdowne, Woodlawn, Milford Mill, Randallstown, Towson, Loch Raven, Kenwood, Overlea, Chesapeake, Dundalk, Patapsco, and Sparrows Point), the sixty 9th graders in each school who have been identified as the lowest readers in their schools based upon their Grade 8 MSA scores will be the ones who take the *Stanford Diagnostic Reading Test* at the beginning of the school year, and again near the end of the school year, as a measure of their improvement.

The Office of English and Reading followed the selection process as established in Board Policy 6163.2 and Superintendent’s Rule 6163.2. The Office of English and Reading appointed a study committee in September 2002 to examine intervention programs currently on the market. In addition to intervention programs, the choices of diagnostic assessments were also considered. As well as identifying students’ specific strengths and needs, an assessment would be needed to monitor the reading achievement of students receiving instruction with the intervention programs. The Committee consisted of representatives from the Offices of Special Education, Accountability and Testing, World Languages, Early Childhood Programs, Elementary Reading/Language Arts, Secondary Reading and English, administrators, middle school department chairs, middle school and elementary reading teachers, and specialists.

The *Stanford Diagnostic Reading Test* has been selected for the following reasons:

- Group administered
- Online version provides quick and easy scoring
- Provides individual diagnostic reports with skill analysis indicating skills on target or needing intervention
- Includes a teacher’s manual with intervention strategies
- Its results are consistent with the norm-referenced portion of the MSA

Recommendation:

Award the *Stanford Diagnostic Reading Assessment* for use by the Elementary Reading/Language Arts Office and the Secondary Office of English and Reading

Responsible school or office: Office of Secondary English and Reading and the Office of Elementary Reading/Language Arts

Contact Person: Jane Lichter and Elaine Berry

Funding Source: Office of Accountability and Testing

14. Contract: Timonium Lease, Amendment
Contract #: RGA-134-05

Term: 3 years **Extension:** 0 **Contract Ending Date:** 1/31/07 (tentative)
Estimated annual award value: \$64,645
Estimated total award value: \$193,935

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

Description:

An amendment to the current lease of the Timonium office space is needed to provide for an additional 4,200 square feet to accommodate the requirements for secure and confidential storage of testing materials, and to provide secure storage for seasonal physical educational equipment. The new total square footage being leased will be 62,475.

Recommendation:

Amendment of contract is recommended to:

MERRITT/BAVAR-TD, LLC, Baltimore, MD

Responsible school or office: Department of Planning and Support Operations

Contact Person: Rita Fromm

Funding Source: Operating budget of the Department of Fiscal Services

15. Contract: US Bank Purchasing Card Program Contract Extension
Contract #: RGA-131-05

Term: 1 year **Extensions:** 1/ 5-yr **Contract Ending Date:** 6/30/10 (tentative)
Estimated annual award value: \$25,000
Estimated total award value: \$150,000

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:

In June, 2000, the Board of Education of Baltimore County approved the renewal of the US Bank Government Purchasing Card Program Agreement. Subsequent to that renewal, BCPS initiated a service agreement with US Bank and Valu.Net, Fairfax, VA, to deploy US Bank’s online catalog ordering system, eCommerce Suite.

The primary goal of this initiative has been to empower schools and offices to do much of their purchasing online from a campus workstation with web access, thus saving valuable resources and making our procurement systems more efficient and effective. Since September, 2001, Baltimore County Public Schools has processed over 9,214 online transactions valued at over \$3.2 million. The eCommerce Suite now maintains 20 catalogs of instructional supplies, materials, and equipment including: art, art photo, audiovisual, family studies, athletics, football, music vocal, music instruments, math, science, physical education, unique office supplies, technology education, medical and first aide supplies, and library media, and for the first time – elementary and secondary textbooks and instructional media. The combined catalogs include over 30,000 line items. By the end of calendar year 2004, it is anticipated that the catalog will include over 300,000 line items.

The contract addendum and extension establishes annual maintenance fees and vendor transaction maintenance fees. The cost of this contract is offset with user revenues.

Recommendation:

Award of contract is recommended to:

US Bank, Minneapolis, MN

Responsible school or office: Office of Purchasing
Contact Person: Rick Gay
Funding Source: Operating budget of the Office of Purchasing

16. Contract: Web-Based Courses (Amended)
Bid #: JCO-405-04

Term: 3 year **Extension:** 0 **Contract Ending Date:** 8/31/06 (tentative)
Estimated amended annual award value: \$99,000
Estimated amended total award value: \$297,000
Original contract amount: 216,000

Bid issued: June 19, 2003
Pre-bid meeting date: June 30, 2003
Bid due date: July 10, 2003
No. of vendors issued to: 20
No. of bids received: 1
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A request for a proposal was issued for web-based (online) courses covering topics to include multicultural education, gifted and talented education, special education, human relations, and student diversity for teachers and administrators after a lengthy pilot program. Subsequently, a multi-year contract with CaseNex, LLC, of Charlottesville, VA, was approved by the Board of Education on August 12, 2003. The objective of the specifications was for bidders to submit pricing based on the criteria provided by the Office of Equity and Assurance. The specifications required a minimum of five courses, the development of a new multicultural course, instructor training, and support services.

CaseNex is a researched-based professional development by the University of Virginia and CaseNex, Inc. It offers professional development courses for educators through the use of case studies. The courses are instructor-led and are online via the Internet. Anyone is eligible to take the courses. Each course provides a five-step case analysis process to identify case issues, explore perspectives, research knowledge, develop action plans, and anticipate consequences. BCPS first piloted online courses with CaseNex during 2001-2002 to offer diversity training via the Internet, believing that teachers who are pressed for time would want to avail themselves of a course that can be completed at home anytime during the day or night. Initially, we offered two courses: The Special Learner and Multicultural Studies.

CaseNex and Baltimore County entered into a broader contractual agreement in the spring of 2002. The intention of the Office of Equity and Assurance was to increase the availability of course work that would help Baltimore County teachers address diversity within the classroom, and inevitably, increase student success. The courses offered through CaseNex and BCPS are all approved by MSDE and eligible for graduate credit through Hampton University. Certain courses, such as special education, can be used toward certification. During the 2002-2003 school year, 378 participants successfully completed the CaseNex online course offerings.

In order to increase the online course offerings, abstracts were written and submitted to MSDE for approval. BCPC offered 10 courses in rotation during 2003-2004 school year:

1. Providing an Education That Is Multicultural
2. Classroom Accommodations and Modifications
3. Special Populations of Gifted Learners
4. Technology and Schools: Challenge and Change
5. Literacy Instruction for At Risk Student Populations
6. Behavior Management: Working with Children with Challenging Behaviors
7. The Special Learner
8. Individuals with Disabilities Education Act
9. Multicultural Studies
10. Assessment and Measurement–Gifted

Unlike traditional coursework, BCPS online courses are offered at fall, winter, spring, and summer intervals. There are also special summer mini-intense sessions of four weeks duration. At the end of the July summer session, over 700 people will have taken advantage of the online courses. In total, there were 21 professional development courses offered during the 2003-2004 school year.

The Office of Equity and Assurance would like to expand its online course offerings available to our teachers and, by doing so, amend the contract with CaseNex. In addition, the Office of Professional Development wants to offer an administrative strand that consists of five courses leading to Administration I endorsement. Also under the revised agreement, BCPS will be able to expand its offerings related to Gifted and Talented education, which can lead to endorsement as indicated in the Master Plan. The contract for 2004-2005 will total \$99,000, which represents an increase of \$27,000. The new amount covers the cost of unlimited access to CaseNex course library (\$18,000) and the cost for training and customizing the administration courses to meet BCPS criteria (\$9,000).

Recommendation:

Award of contract is recommended to:

CaseNex, LLC, Charlottesville, VA

Responsible school or office:	Office of Equity and Assurance and Office of Professional Development
Contact Person:	Barbara Dezmon and Arlene Fleischmann
Funding Source:	Operating budget of the Offices of Equity and Assurance and Professional Development