

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: November 9, 2004
TO: **BOARD OF EDUCATION**
FROM: Joe A. Hairston, Superintendent
SUBJECT: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
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 – November 9, 2004**

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

1. Contract: Academic Intervention Programs and Extended Day/Extended Year Programs – Elementary Reading

Contract #: RGA-146-05

Term: 1 year **Extension:** None **Contract Ending Date:** 11/30/05 (tentative)

Estimated annual award value: \$66,500

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:

Some principals have entered into contracts with vendors using individual school Title I and/or operating budget funding for extended day, extended year, or regular instructional day intervention programs. Presently, schools provide such services to students in the following manner:

1. Supplemental Educational Services (SES) are mandated by No Child Left Behind (NCLB) for schools identified for school improvement, with the cost of programs covered through a required central Title I funding reservation. BCPS has two schools in this status.
2. Title I schools not identified for school improvement may offer intervention programs using their individual Title I allocation. The use of funds is reviewed by the Title I Office for compliance and approved by the appropriate Executive Director of Schools.
3. Non-Title I schools can contract to provide these programs using their operating budget funds. The use of funds is approved by the appropriate Executive Director of Schools.

Under the first circumstance, vendors must be selected from the Maryland State Department of Education (MSDE) approved vendor list for SES. School principals may enter into individual contracts with vendors. However, because the school system

aggregate may exceed the statutory limit of \$15,000, BCPS has created a list of approved vendors.

Failure Free Reading is an intervention program for struggling readers that focuses on vocabulary, comprehension, fluency, and sight words. The intervention's primary goal is to give struggling readers the opportunity to experience what it feels like to read fluently with full comprehension from age appropriate text. Failure Free is a research-based, scientifically-valid comprehension/vocabulary intervention program.

Plato is a reading software program that supports the five essential elements of reading instruction: phonemic awareness; decoding of unfamiliar words; fluency; sufficient background information and vocabulary to foster reading comprehension; active strategies to construct meaning from print; and motivation to read. Plato delivers tutorial services in small groups of one tutor to three to four students, with a single tutor having responsibility for no more than ten students per setting. Students also receive one to one instruction through individualized software. Plato develops, implements, and continuously updates a student tutorial plan for each student.

The Princeton Review program is built upon its web-based assessment and instructional tool, Homeroom.com. Homeroom is built on a database of more than 130,000 multiple-choice questions and ten thousand skill-specific instructional resources including lesson plans, activities, and exercises. Using Homeroom enables Princeton Review teachers to monitor each student's progress in key course areas for the purpose of providing students with targeted assistance. The Princeton Review is a diagnostic and prescriptive approach with includes progress monitoring.

Recommendation:

Award of contract is recommended to:

Failure Free Reading	Concord, NC
Plato Learning, Inc.	San Diego, CA
The Princeton Review	Washington, DC

Responsible school or office: Office of Elementary Programs

Contact Person: Ron Boone, Scott Gehring, William Lawrence, Kathy McMahon, Richard Milbourne, Jean Satterfield, and Kim Whitehead

Funding Source: School budgets

2. Contract: Academic Intervention Programs and Extended Day/Extended Year Programs – Mathematics
Bid #: RGA-145-05

Term: 1 year **Extension:** Open **Contract Ending Date:** 11/30/05 (tentative)
Estimated total award value: \$66,500

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:

Some principals have entered into contracts with vendors using individual school Title I and/or operating budget funding for extended day, extended year, or regular instructional day intervention programs. Presently, schools provide such services to students in the following manner:

4. Supplemental Educational Services (SES) are mandated by No Child Left Behind (NCLB) for schools identified for school improvement, with the cost of programs covered through a required central Title I funding reservation. BCPS has two schools in this status.
5. Title I schools not identified for school improvement may offer intervention programs using their individual Title I allocation. The use of funds is reviewed by the Title I Office for compliance and approved by the appropriate Executive Director of Schools.
6. Non-Title I schools can contract to provide these programs using their operating budget funds. The use of funds is approved by the appropriate Executive Director of Schools.

Under the first circumstance, vendors must be selected from the Maryland State Department of Education (MSDE) approved vendor list for SES. School principals may enter into individual contracts with vendors. However, because the school system aggregate may exceed the statutory limit of \$15,000, BCPS has created a list of approved vendors.

Camelot Learning Mathematics Program provides lessons to supplement the daily mathematics program for students in grades 4, 5, and 6. The lessons and all supporting materials are delivered to schools in boxed sets containing all lessons, print materials, calculators, markers, manipulatives, and prize bags for student incentives. Lessons begin with a review of prior knowledge, introduction of the objective, direct instruction, guided

practice, independent practice, and formative assessment. The program addresses the curricular themes of computation, fractions and decimals, geometry, and measurement.

Plato Learning provides K-8 tutorial services to students in a small group setting, augmented with standards-based mathematics PLATO Achieve Now CD-Rom curriculum. Plato Learning provides all software, hardware, and other program materials. Students receive individual tutoring during two-to-four hours of direct services for two days per week in an extended day/extended year program. The mathematics curriculum includes: measurement and geometry, number sense and numeration, computation and operations, data, statistics and probability, patterns, functions, and relations and problem solving.

The Princeton Review program is built upon their web-based assessment and instructional tool, Homeroom.com. Homeroom is built on a database of more than 130,000 multiple-choice questions and ten thousand skill-specific instructional resources including lesson plans, activities, and exercises. Using Homeroom enables Princeton Review teachers to monitor each student's progress in key course areas for the purpose of providing students with targeted intervention.

Recommendation:

Award of contract is recommended to:

Camelot Learning	Towson, MD
Plato Learning, Inc.	San Diego, CA
The Princeton Review	Washington, DC

Responsible school or office: Office of Mathematics PreK-12

Contact Person: Ron Boone, Scott Gehring, William Lawrence, Richard Milbourne, Jean Satterfield, Kim Whitehead, and Patricia Baltzley

Funding Source: School budgets

3. Contract: Cafeteria Computer Replacement
Bid #: PCR-278-05 (State Contract DBM-2020 Desktop Microcomputer)

Term: One-time purchase **Extension:** N/A **Contract Ending Date:** N/A
Estimated total award value: \$314,500

Description:

The computer systems used in our cafeteria operations are scheduled for replacement during this fiscal year. The Office of Food and Nutrition Services is currently testing a new point-of-sale system. If the test is acceptable, the Office of Food and Nutrition intends to purchase 185 Dell computer systems from Data Networks, Inc., under the current state contract from which BCPS purchases all its Dell computers.

The Office of Food and Nutrition Services desires to make the purchase no later than January, 2005.

Recommendation:

Award of contract is recommended to:

Data Networks, Inc.

Hunt Valley, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Terry Zoller

Funding Source: Enterprise Fund

4. Contract: Consulting Contract for Independent Evaluation of the Judy Center at Campfield Early Learning Center
Contract #: RGA-144-05

Term: 20 month **Extension:** 0 **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award Value: \$14,880
Estimated total award value: \$29,760

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 State Department of Education requires an independent evaluation of the Judith P. Hoyer Early Care and Education Enhancement Program in Baltimore County Public Schools. The purpose of this independent program evaluation is to determine whether the Judy Center at Campfield Early Learning Center is providing services that promote school readiness as indicated on the Work Sampling System.

BCPS is recommending that Partners in Evaluation and Planning, LLC, a consulting company founded in 1995 that provides high quality program planning and evaluation services to non-profit, government, and private social service and health organizations, continue as the outside evaluator for the Judy Center. Partners in Evaluation and Planning, LLC, has evaluated the Judy Center's previous two years, and data integrity in these evaluations is an important factor in this recommendation.

Partners in Evaluation and Planning, LLC's services include, but are not limited to:

- program evaluation design and implementation
- needs' assessments
- data collection tool development
- data analysis and reporting
- strategic planning
- grant writing

Partners in Evaluation and Planning, LLC, also provides training and technical assistance to programs and organizations that desire assistance in carrying out program evaluation and strategic planning activities. Staff of Partners in Evaluation and Planning, LLC, has extensive experience and proven capabilities in evaluation design, research methods, data collection, data analysis, report preparation, and dissemination of evaluation results.

The evaluation study completed by Partners in Evaluation and Planning, LLC, will:

- Facilitate process and outcome evaluation strategies with the Judy Center Program staff and steering committee
- Work closely with the evaluation subcommittee of the Judy Center to identify data collection strategies and use data for program improvement
- Continue to provide BCPS and the Maryland State Department of Education with required evaluation results

Recommendation:

Award of contract is recommended to:

Partners in Evaluation and Planning, LLC Sykesville MD

Responsible school or office: BCPS Early Childhood Office

Contact Person: Jane Lichter

Funding Source: The Judith P. Hoyer Early Care and Education Enhancement Grant

5. Contract: Disposal of Electronic Goods
Bid #: PCR-269-05

Term: 3 years **Extensions:** 2 years **Contract Ending Date:** 10/20/09 (tentative)
Estimated annual award value: \$25,000
Estimated total award value: \$125,000

Bid issued: September 2, 2004
Pre-bid meeting date: September 9, 2004
Due Date: September 23, 2004
No. of vendors issued to: 5
No. of bids received: 3
No. of no-bids received: 0

Description:

The following bidders will dispose of a variety of electronic goods, consisting primarily of computers, monitors, keyboards, and, to a lesser degree, audio-visual equipment. Award bidders may either repair and refurbish the equipment in whole or part for re-sale, or shred the equipment and sell the resulting scrap to recyclers. If any hazardous material is produced, it is sent to appropriate facilities. No material is disposed of in a landfill.

Computers that are resold by the award bidders are without hard drives. All hard drives, tape drives, and any media containing data, are removed and shredded at the award bidders' facilities.

BCPS records the serial numbers of all equipment sold to the award bidders. Upon receipt, award bidders sign a bill of sale that transfers ownership of the equipment to them. The award bidders maintain a history file, by serial number, recording how and when each piece of equipment is disposed.

Recommendation:

Award of contract is recommended to:

Environmental Preservation Association, Inc. Hyattsville, MD
E-Structors, Inc. Elkridge, MD

Responsible school or office: Office of Distribution Services

Contact Person: Chuck Raulie

Funding Source: Operating budget

6. Contract: General Purpose Commercial Information Technology Equipment
Bid #: JMI-615-05
(U.S. General Services Administration—GS-35F-0195J)

Term: 5 years **Extension:** N/A **Contract Ending Date:** 7/20/09 (tentative)
Estimated annual award value: \$75,000
Estimated total award value: \$375,000

Description:

Baltimore County Public Schools would like to *piggyback* the U.S. General Services Administration's (GSA) contract #GS-35F-0195J, for the purchase of various information technology equipment and supplies. GSA awarded a contract to CDW Government, Inc., on January 21, 1999. The contract is valid through July 20, 2009, and provides for three additional five-year options after July, 2009.

Recommendation:

Award of contract is recommended to:

CDW Government, Inc. Vernon Hills, IL

Responsible school or office: Office of Technology

Contact Person: Gary Schlimme

Funding Source: Capital and Operating budget

7. Contract: Human Resources/Financial Management System - Enterprise Software Upgrade
Contract #: RGA-142-05 (Baltimore County Government Contract # 424-05)
Term: 5 years **Extensions:** 10 one-year **Contract Ending Date:** 6/30/21 (tentative)

Maximum Estimated award value:
Additional Module Licenses **\$ 1,141,628**
 (One-time cost plus a 40% share of a 20% joint contingency)

Annual Accumulated Maintenance Range
 (Fixed for 5 years, increases based on corresponding CPI for years 6-15. **\$11,702,493**
 For example, FY 2005 the Maintenance at current rates is \$291,753 per year, rates will increase based on implementation dates and costs up to \$1,095,512 at FY 2021, plus a 55% share of a 20% joint contingency.)

Implementation Consulting Range **\$ 6,019,200**
 (Estimate based on 15,000 [\$2,475,000] to 30,400 hours plus a 40% share of 20% joint contingency fee.)

\$18,863,321

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:

BCPS has been using many of the American Management Systems' (AMS) *Advantage Financial* and *Advantage HR* human resources software applications since 1998. Baltimore County Government (BCG) has used the *Advantage Financial* system since the late 1980's. The current version (2.3) of the financial system is hosted on the BCG mainframe computer under a shared-license agreement with the county (paid by the county). The *Advantage HR* human resources/payroll system is hosted on a BCPS server.

AMS was recently acquired by CGI and now operates as CGI/AMS. A new version of the *Advantage* product lines was recently introduced. This new version is a significant change in technology and includes new/replaced software modules, a new web-based platform, and new third party software and toolsets.

Both BCG and BCPS have determined that it is in our best interest to pursue upgrading to the new versions of our existing applications, as well as adding additional modules not previously licensed. The agreement includes access to all modules of the *Advantage* product line for both BCPS and BCG. Accordingly, BCPS and BCG have negotiated

jointly with CGI/AMS. As a result of the negotiations we recommend the following for BCPS.

A. License the following additional modules:

- 1) *Advantage Financial* (a new license is required to install on the BCPS server – this module was formerly installed on the BCG mainframe under a shared license)
- 2) *Fixed Assets Management*
- 3) *Treasury Management*
- 4) *Performance Budgeting*
- 5) *Info Advantage*
- 6) Various required third party toolsets.

B. Agree to 15-year annual support agreement. Currently, our maintenance costs are \$291,753 annually; this figure will gradually increase over the next five years to \$510,804 annually, as we implement various pieces of the software. After year five (2009), the maintenance fee will then be subject to increase based on the corresponding Consumer Price Index plus 2 percent with a negotiated cap of 6 percent, with an estimated cost, after 15 years, of \$1,095,512. The total estimated amount plus a 55 percent share of a 20 percent joint contingency fee is \$11,702,493.

C. A negotiated cost for the initial implementation consulting using CGI/AMS consultants is established at \$165 per hour. The number of consulting hours necessary is difficult to estimate at this point, but the commitment will be significant. Total consultant hours will likely be several thousand hours to complete implementation of each of the financial and human resources/payroll systems. The implementation project will likely span two to four years or more. The range of the consultant's hours is estimated at 15,000 to 30,400 hours plus a 40 percent share of a 20 percent joint contingency fee with a maximum cost of \$6,019, 200.

The total software licenses, maintenance, and consulting cost to implement these systems will cost a maximum of approximately \$18.8 million spread over 15 fiscal years. BCPS and BCG are coordinating their implementations to ensure that appropriate CGI/AMS consultants are available for both implementations.

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." Similarly, Office of Purchasing procedure OP4002.4 states 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. Because this is an upgrade of an

existing system within both BCG and BCPS, and it would be cost effective to upgrade, no solicitation was issued.

Recommendation:

Award of contract is recommended to:

CGI/AMS

Fairfax, VA

Responsible school or office:

Office of Technology

Contact Person:

Greg Barlow

Funding Source:

Operating and capital budgets and future requests

8. Contract: Software for Financial Data and Reporting of School Activity Funds
Contract #: JMI-604-04

Term: Perpetual, beginning November, 2004
Estimated total award value: \$220,000
Renewed annually for: \$22,200

Contract Ending Date: N/A
(initial implementation)
(annual software maintenance)

Bid issued: March 25, 2004
Pre-bid meeting date: April 13, 2004
Due date: June 30, 2004
No. of vendors issued to: 22
No. of final proposals received: 2

Description:

This software replaces the outdated and unsupported DOS-based software currently used by all schools to account for student activity funds. The new software includes the *Traverse*® accounting system and a custom developed web-based application designed specifically for the needs of the Baltimore County Public Schools' bookkeepers. Additionally, it provides access to all school accounts from the central accounting office, which will significantly improve the ability to support the school bookkeepers. The new system includes many enhancements requested by the school bookkeepers as well as the ability to easily consolidate data system-wide for year-end financial reporting.

Recommendation:

Award of contract is recommended to:

Applied Business Services, Inc. Gaithersburg, MD

Responsible school or office: Office of Accounting

Contact Person: Patrick Fannon

Funding Source: School activity discretionary funds and Office of Accounting operating budget

9. Contract: Trash Can Liners
Bid #: JMI-614-05
(State of Maryland Contract for Trash Can Liners, #001B5900033)

Term: 8 months **Extension:** 1 year **Contract Ending Date:** 6/30/06 (tentative)
Estimated annual award value: \$210,000
Estimated total award value: \$350,000

Description:

Baltimore County Public Schools would like to *piggyback* the state of Maryland's contract for the purchase of 14 various-sized, plastic, trashcan liners. The state of Maryland's contract was approved on August 16, 2004, and expires on June 30, 2005, with a one-year option to extend. This state of Maryland contract allows for participation by all local jurisdictions.

Recommendation:

Award of contract is recommended to:

Calico Industries, Inc.

Annapolis Junction, MD

Responsible school or office: Office of Operations and Distribution Services

Contact Person: John Damron, Don Dent

Funding Source: Operating budget