

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: January 8, 2008

TO: **BOARD OF EDUCATION**

FROM: Dr. Joe A. Hairston, Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

ORIGINATOR: J. Robert Haines, Esq., Deputy Superintendent

PERSON(S): Rick Gay, Manager, Office of Purchasing
Michael Sines, Executive Director, Department of Physical Facilities

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 – January 8, 2008**

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

- 1. Contract:** Computer-assisted Real-time (CART) Services
Contract #: JMI-611-08

Term: 5 years **Extension:** 0 **Contract Ending Date:** 1/31/13
Estimated annual award value: \$ 200,000
Estimated total award value: \$1,000,000

Bid issued: November 15, 2007
Pre-bid meeting date: N/A
Due date: December 6, 2007
No. of vendors issued to: 4
No. of bids received: 2
No. of no-bids received: 1

Description:

This contract consists of providing computer-assisted real-time services to hearing-impaired students. The service provides for text interpreting through a stenographer-type reporter (also referred to as a transliterator or text interpreter, court reporter, or captioner) who transcribes voiced information to typed text format. As the information is being transcribed and reformatted to text, it is continually being sent to the student's laptop. The student is able to read, from their screen, what the instructor has spoken just seconds before. The service may be provided by the transliterator actually being present in the classroom, or being off-site.

Recommendation:

Award of contract is recommended to:

Archive Reporting & Captioning Service, Inc.	Harrisburg, PA
Court Reporting Concepts, Inc.	Timonium, MD

Responsible school or office: Office of Special Education, Related Services

Contact person: Patricia Lawton

Funding source: Operating budget

PDK Audit Alignment: None

Explanatory Details: The PDK audit does not address this item.

2. **Contract:** Office Furniture and Equipment
Contract #: JNI-714-08 (Howard County Bid #2008-01)

Term: 4 years **Extension:** 5 years **Contract Ending Date:** 1/31/17
Estimated annual award value: \$ 1,500,000
Estimated total award value: \$13,500,000

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:

This contract consists of providing for the purchase of school and office furniture from various school and office budgets. The bid was conducted by Howard County for the Baltimore Regional Cooperative Purchasing Committee. Forty-nine vendors were awarded various furniture and equipment items based on the lowest discount off the list price. Board of Education Policy 3210 and §5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland allows BCPS to utilize contracts awarded by other government agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows the public bidding procedures.

Recommendation:

Award of contract is recommended to:

Various vendors

Responsible school or office:	Office of Purchasing
Contact person:	Richard Gay
Funding source:	Operating budget, capital budget
PDK Audit Alignment:	None
Explanatory Details:	The PDK audit does not address this item

3. Contract: On-line Catalog Platform
Contract #: RGA-163-08

Term: 2 years **Extension:** 3 years **Contract Ending Date:** 1/31/13
Estimated annual award value: \$100,000
Estimated total award value: \$500,000

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 approved the renewal of the U.S. Bank Government Purchasing Card Program Agreement. Subsequent to that renewal, BCPS initiated a service agreement with U.S. Bank to deploy U.S. Bank's on-line catalog ordering system, eCommerce Suite. On August 10, 2004, the Board approved a contract addendum, RGA-131-05, formalizing the relationship with U.S. Bank. The contract was to run until June 30, 2010, with a five-year extension to June 30, 2015. On July 30, 2007, BCPS received notification that U.S. Bank would be discontinuing eCommerce Suite, effective December 31, 2007. Negotiations, however, are ongoing with U.S. Bank. In order to maintain our current platform and to prevent a disruption in the purchasing operations, it is necessary for BCPS to contract with the eProcurement platform vendor Valu.net to continue this service. Since September 2001, BCPS has processed over 34,093 on-line transactions valued at over \$12.5 million. The eCommerce Suite maintains 35 catalogs of instructional supplies, materials, and equipment, including: art, art photo, audiovisual, family studies, athletics, football, music vocal, music instruments, math, science, physical education, office supplies, classroom supplies, technology education, medical and first aide supplies, library media, elementary and secondary textbooks, and instructional media. The combined catalogs include over 450,000 line items.

The Office of Purchasing must consider this procurement an emergency under Superintendent's Rule 3215 because the requirement to maintain current operations must be satisfied with immediate action that does not provide sufficient time to meet the statutory requirements for competition and award.

Recommendation:

Award of contract is recommended to:

Valu.net

Reston, VA

Responsible school or office:

Office of Purchasing

Contact person:

Richard Gay

Funding source:

Operating budget

PDK Audit Alignment:

The PDK Audit does not address this item.

Explanatory Details:

None

4. Contract: Research and Evaluation Services
Contract #: RGA-162-08

Term: 9 months **Extension:** 0 **Contract Ending Date:** 9/30/08
Estimated annual award value: \$70,000
Estimated total award value: \$70,000

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:

This contract consists of research, evaluation, and editing services that have been underway since October 2007. These services include, but are not limited to: evaluating the performance of students and writing student performance reports; assisting staff with the coordination of results; updating the master plan; coordinating the curriculum management plan/assessment plan and the minority report; and assisting in the development and identification of major objectives/evaluation questions that will serve as the basis for the development of evaluation design and providing editing services.

Recommendation:

Award of contract is recommended to:

GNJ Advisors, LLC

Winchester, VA

Responsible school or office:

Research, Accountability, and Assessment

Contact person:

Wesley L. Boykin

Funding source:

Operating budget

PDK Audit Alignment:

A.1.1, A.3.1, and A.5.1-A.5.11

Explanatory Details:

- (A.1.1) Provide expertise in the areas of assessment, systematic program evaluation, and facilitation of curriculum development and revision through use of student data to enable the Chief Academic Officer, Department of Research, Accountability, and Assessment, and other BCPS stakeholders to be fully accountable and successful in bringing about closure the

problem of the achievement gap and managed change in BCPS.

- (A.3.1) Assist the curriculum division and the Department of Research, Accountability, and Assessment in using student data from local, state, and national assessments to enhance curricular materials via the curriculum management plan.
- (A.5.1-A.5.11) Assist in the development of a comprehensive assessment plan that fosters sound instructional decision making based upon adequate and comprehensive feedback that uses short-cycle and benchmark assessments, as well as other local, state, and national measures, to monitor student achievement and promote progress toward measurable goals for all students.

5. Contract Video, Digital, and Audio Networking
Contract #: PCR-297-08

Term: 2 years **Extension:** 3 years **Contract Ending Date:** 1/31/13
Estimated annual award value: \$ 350,000
Estimated total award value: \$1,750,000

Bid issued: November 8, 2007
Pre-bid meeting date: November 20, 2007
Due date: November 28, 2007
No. of vendors issued to: 20
No. of bids received: 4
No. of no-bids received: 1

Description:

This contract consists of providing services for the installation, maintenance, and repair of various video, digital, and audio networking equipment.

Recommendation:

Award of contract is recommended to:

Caton Communications Group, Inc.	Baltimore, MD
Plexus Communication Group, Inc.	Baltimore, MD

Responsible school or office: Department of Technology

Contact person: Mike Goodhues

Funding source: Operating budget

PDK Audit Alignment: Recommendation A.9

Explanatory Detail: Develop and implement system planning focused on goals to ensure equal access for students to all comparable programs, services and opportunities for student success; take steps to eliminate the achievement gap among student groups; and act to allocate resources on the basis of need.

6. Memorandum of Understanding: Provide Health Services
Contract #: JNI-712-08

Term: 5 year **Extension:** 0 **Contract Ending Date:** 8/30/12
Estimated annual award value: \$161,765
Estimated total award value: \$808,825

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:

This memorandum of understanding between the Baltimore County Local Management Board, the Board of Education of Baltimore County, and the Baltimore County Department of Social Services formalizes a partnership that began on September 2007 to remove health and social barriers to student achievement. Funds for this project are provided by the State of Maryland to the Local Management Board. This funding is then provided to the Department of Social Services for the provision of school-based health services in collaboration with Baltimore County Public Schools.

Recommendation:

Approval of Memorandum of Understanding is recommended to:

Baltimore County Local Management Board Towson, MD

Responsible school or office: Student Support Services

Contact person: Dale Rauenzahn

Funding source: Operating budget

PDK Audit Alignment: None

Explanatory Details: The PDK audit does not address this item.

7. Contract Modification : On-call Construction Management Services – Holabird Middle School and Loch Raven Technical Academy
Contract #: RGA-196-06

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$850,000
Estimated modification amount: \$500,000

Description:

On July 11, 2006, the Board approved the selection of The Whiting-Turner Contracting Company as an on-call construction management (CM) firm.

On August 22, 2006, the Board approved a contract for CM services during middle school renovation projects at Holabird Middle School and Loch Raven Technical Academy. These services will be needed for an additional eight months and nine months, respectively, which will increase the contract by \$500,000.

Recommendation:

Award of contract modification is recommended to:

The Whiting-Turner Contracting Company Towson, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.

8. Contract Modification: On-call Construction Management Services – Perry Hall Middle School and Lansdowne Middle School
Contract #: RGA-196-06

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$850,000
Estimated modification amount: \$140,000

Description:

On July 11, 2006, the Board approved the selection of Oak Contracting Co., Inc., as an on-call construction management (CM) firm.

On November 21, 2006, the Board approved a contract for CM services during middle school renovation projects at Perry Hall Middle School and Lansdowne Middle School. These services will be needed for an additional seven months which will increase the contract by \$140,000.

Recommendation:

Award of contract modification is recommended to:

Oak Contracting Co., Inc.

Towson, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Capital budget

PDK Audit Alignment:

None

Explanatory Details:

The PDK audit does not address this item.

9. Contract: Chiller Replacement – Sandalwood Elementary School
Contract #: PCR-294-08

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$764,800
Estimated contingency amount: \$76,480
Estimated total award value: \$841,280

Bid issued: December 6, 2007
Pre-bid meeting date: December 13, 2007
Due date: December 20, 2007
No. of vendors issued to: 5
No. of bids received: 2
No. of no-bids received: 0

Description:

This project consists of installing two new air handlers in the penthouses, a new chiller in the boiler room, three rooftop condenser units, new piping, controls, and electrical connections.

Recommendation:

Award of contract is recommended to:

Towson Mechanical, Inc. Towson, MD
Responsible school or office: Department of Physical Facilities
Contact person: Michael G. Sines
Funding source: Capital budget
PDK Audit Alignment: None
Explanatory Details: The PDK audit does not address this item.

	Bidders' Names	
	Towson Mechanical Inc.	Dynastics Inc.
Base Bid	\$764,800	\$793,975

10. Request to Negotiate: Consultant Services – Architectural/Engineering (A/E) Services – Modernization of Air Distribution System for Perry Hall High School

Contract #: RGA-180-06/Project PS 06-01

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A

Estimated annual award value: N/A

Estimated modification amount: N/A

Estimated total award value: N/A

Description:

Professional architectural/engineering (A/E) services will be required to: study the existing heating and cooling systems and the waterproofing of the penthouse mechanical room floor; make recommendations for corrective work; and prepare contract documents for bidding. The work will include preparing a study, design development documents and construction documents, with a construction cost estimate prepared for all three phases. Work will also include assistance during bidding and complete construction administration services.

On June 5, 2006, the Qualification Committee met and reviewed the “expressions of interest” submitted by five (5) consultants. This information was reviewed and graded with the Qualification Committee stating that the Selection Committee should consider the four (4) most qualified firms.

On December 12, 2007, the Selection Committee met and discussed the Qualification Committee’s report and interviewed each of the qualified firms. The second place firm declined to be interviewed so the Selection Committee met and held interviews with the remaining three (3) highest ranked firms. Based on their evaluations, the Selection Committee recommends that approval be granted to conduct contract negotiations with the recommended firm.

Recommendation:

Approval is recommended to negotiate with:

Johnson, Mirmiran & Thompson, Inc. Sparks, MD

Responsible school or office: Department of Physical Facilities

Contact person: Michael G. Sines

Funding source: Capital budget

PDK Audit Alignment: None

Explanatory Details: The PDK audit does not address this item.