

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 7, 2012

TO: **BOARD OF EDUCATION**

FROM: S. Dallas Dance, Ph.D., Superintendent

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

ORIGINATOR: Barbara Burnopp, Chief Financial Officer

RESOURCE PERSON(S): Rick Gay, Manager, Office of Purchasing
Michael G. 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.

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – August 7, 2012**

1. **Contract Modification:** Measures for Academic Progress (MAP) for Primary Grades
(Adams 12 Five Start School, Adams County, CO)
Contract #: RGA-131-12

Term: 4 mos. **Extension:** N/A **Contract Ending Date:** 6/30/2013

Estimated contract authority: \$ 116,200

Estimated modification amount: \$ 239,150

New estimated total contract authority \$ 355,350

Board meeting date: August 7, 2012

Description:

On March 6, 2012, the Board approved a contract for a 15,000-student pilot with onsite professional development workshops, administrator and district office training, and technical support across all levels of the system. This pilot was successfully completed last spring. BCPS would now like to expand this pilot assessment program to an additional 39 schools across all levels.

In response to the school system’s need for additional student achievement data K-11, BCPS will work with a Web-based assessment called MAP. This assessment program will be used to provide critical information on students that are new to BCPS as well as provide data on current students to ensure they are meeting the benchmarks to be college and career ready. Teachers will be able to respond to learning deficits in a timely and strategic way based on student results. The assessments are aligned to the Maryland state core curriculum standards. Reports on student achievement will be available at the system, school, and teacher levels. The MAP assessment data may be used to inform on the articulation of students from grade to grade and school to school. Parents may also receive achievement reports. Because the assessment also measures growth, it may be used as one of multiple measures in the new teacher evaluation.

The assessment will be given three times a year. The assessment is computer based and takes approximately 50 minutes. The schools were identified through feeder patterns to take advantage of the availability of data from elementary to middle school and middle school to high school.

Section §5–112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) states that, “...except as provided in subsection (e) of this section, a county board’s participation in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows public bidding procedures.” Further, the Education Article § 4-123 Cooperative administration of programs (a) (1) states a “county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational

institutions or agencies; and (iii) Boards of county commissioners or county councils.” In § 13-110 of the State Finance and Procurement Article, “Subject to § 12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement.”

Recommendation:

Award of contract modification is recommended to:

Northwest Evaluation Association

Portland, OR

Responsible school or office:

Office of the Deputy Superintendent

Contact person:

Kevin Hobbs

Funding source:

Race to the Top grant and operating budget

2. **Contract Modification:** Scheduler's Trainer – Contractual
Contract #: JN1-719-09

Term: N/A **Extension:** N/A **Contract Ending Date:** 6/30/14

Estimated contract authority: \$ N/A

Board meeting date: August 7, 2012

Description:

On June 15, 2010, the Board approved an extension to this contract through June 30, 2014. A modification is now required to approve the new replacement scheduler trainer after the retirement of the original scheduler trainer. The consultant will continue to provide training to new principals and schedulers; additional duties include, but are not limited to, assisting schools with new schedulers and providing on-going professional development and technical support to schools on an as-needed basis.

Recommendation:

Award of contract modification is recommended to:

Caroline Lapan

Baltimore, MD

Responsible school or office:

Department of Professional Development

Contact person:

William S. Burke

Funding source:

Operating budget

3. Contract Extension: Cohort – Associate of Arts Degree in Business Administration
Contract #: RGA-943-12

Term: 5 years **Extension:** 1 year **Contract Ending Date:** 12/31/18
Estimated contract authority: \$ N/A

Board meeting date: August 7, 2012

Description:

On July 11, 2011, the Board approved this contract. The contract needs to be extended to December 31, 2018, because of a delayed start date. Enrollment in this cohort is open to support services personnel with a maximum of 35 participants.

There is a need to provide training that supports succession planning efforts by ensuring a well-educated and contemporary workforce by developing workplace communication and analytical skills to enhance cognitive abilities.

Recommendation:

Award of contract extension is recommended to:

Community College of Baltimore County Baltimore, MD

Responsible school or office: Department of Professional Development

Contact person: William S. Burke

Funding source: Operating budget

4. Contract: Autism Student Education Program Consultative Services to Designated Classroom at Campfield Early Learning Center

Contract #: RGA-102-13

Term: 1 year **Extension:** N/A **Contract Ending Date:** 7/1/13

Estimated contract authority: \$ \$70,000

Board meeting date: August 7, 2012

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 the provision of autism student education program consultative services to a single designated classroom at Campfield Early Learning Center. Consultation is to support the classroom staff in providing direct intervention to students and their families. Consultants will communicate with paraprofessionals, teachers, administrators, related services personnel, and special education office staff members regarding student programming. BCPS will designate an internal coach who will participate in half of all consultative sessions. Trellis Services, Inc., shall provide documentation of each case summary and advise staff on best-practice strategies. In addition, Trellis Services, Inc., will provide 60 hours of consultation for BCPS staff upon formal client referral for students with autism. At the end of the school year, the classroom will become a model classroom for serving students with autism for BCPS. The teacher, paraprofessional, administrators, and related services personnel at Campfield Early Learning Center will become trainers for other classrooms throughout the system in future years.

Recommendation:

Award of contract is recommended to:

Trellis Services, Inc.

Hunt Valley, MD

Responsible school or office:

Department of Special Programs

Contact person:

Kathleen McMahon

Funding source:

Operating budget/grant funds

5. Contract: Autism Student Education Program Consultative Services Partnership
Classrooms at White Oak School

Contract #: RGA-103-13

Term: 1 year **Extension:** N/A **Contract Ending Date:** 7/1/13

Estimated contract authority: \$ 490,000

Board meeting date: August 7, 2012

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 education for students with autism. Students with autism require very specific interventions to meet with success in an academic setting. Currently, most of these individuals with more severe needs require a nonpublic school placement due to their significant issues with cognition, communication, social skills, and behavioral intervention. As our enrollment continues to increase for students who are on the autism spectrum, we must find creative, out-of-the-box ways to keep our students enrolled in our public schools.

On November 8, 2011, the Board approved RGA-112-12 for Nonpublic Special Education Facilities of which the Trellis School was one of the award vendors. The contract now being brought forward relates to the continuation of specific special education services that apply only to the PreK-5 students at White Oak School.

Type II educational programming (as identified by COMAR 13A.09.10.19) is a partnership where instruction shall be provided by a nonpublic school and the public school, either on the grounds of the nonpublic school or on the grounds of the public school, with the primary goal of integrating students into the public school instructional program to the greatest extent appropriate.

The partnership classrooms will be located at White Oak School and will provide an educational program for elementary-age students with autism, in the least restrictive environment, who require a self-contained classroom setting. Students will have access to the BCPS curriculum and the expertise of the Trellis Program's applied behavior analysis and verbal behavior training. Trellis Services, Inc., will provide classroom staffing, related service providers, and administrative support for the program. There will be a primary classroom, which will serve pre-school through Grade 2, and a secondary classroom, which will serve Grades 3 through 5. The physical facilities include a classroom space for natural environment teaching, one-on-one instruction, and small group instruction. Sensory motor equipment is also located within the classroom. The program also will utilize the cafeteria, library, playground, and gymnasium.

Recommendation:

Award of contract is recommended to:

Trellis Services, Inc.

Hunt Valley, MD

Responsible school or office:

Department of Special Programs

Contact person:

Kathleen McMahon

Funding source:

Operating budget/grant funds

6. Contract: Instrumental Music Instruments – Supply, Rental, Repair, and Service
Contract #: MWE-833-12

Term: 3 years **Extension:** 2 years **Contract Ending Date:** 6/30/17
Estimated contract authority: \$ 320,000

Board meeting date: August 7, 2012
Bid issued: April 19, 2012
Pre-bid meeting date: April 30, 2012
Due date: May 10, 2012
No. of vendors issued to: 14
No. of bids received: 5
No. of no-bids received: 0

Description:

This contract consists of a price agreement for the rental and repair of musical instruments, as well as the purchase of various materials and supplies for the instrumental music program.

Recommendation:

Award of contract is recommended to:

Hess Music	Manchester, MD
Menchey Music Service, Inc.	Hanover, PA
Music and Arts	Frederick, MD
Stu's Music Shop, Inc.	Westminster, MD
Washington Music Sales Center, Inc.	Wheaton, MD

Responsible school or office: Department of Special Programs

Contact person: Kathleen M. McMahon

Funding source: Operating budget

7. Contract: Transportation Services for Textbooks
Contract #: RGA-103-13 (The Minnesota Service Cooperatives)

Term: 3 years **Extension:** N/A **Contract Ending Date:** 8/31/15
Estimated contract authority: \$ 500,000

Board meeting date: August 7, 2012
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 limited transportation services for the purpose of picking up and delivering textbooks for BCPS. The books will be picked up from the vendor and delivered to the BCPS Distribution Services' warehouse before the beginning of each school year. Distribution Services will deliver to the individual campuses prior to the beginning of classes. Contracting for these services in this manner has saved BCPS over an estimated \$900,000 since 2006.

Section §5-112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) states that, "...except as provided in subsection (e) of this section, a county board's participation in contracts for goods or commodities that are awarded by other public agencies or by intergovernmental purchasing organizations if the lead agency for the contract follows public bidding procedures." Further, under the Education Article §4-123 Cooperative administration of programs (a) (1) states a "county board may enter into an agreement for the cooperative or joint administration of programs with one or more: (i) County boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils." In §13-110 of the State Finance and Procurement Article, "Subject to §12-107 of this article, whenever a primary procurement unit procurement officer determines that it is in the best interest of the State to sponsor or participate in an intergovernmental cooperative purchasing agreement, with the approval of the unit head and subject to any other approval required by law, the primary procurement unit may become a party to or participate under the agreement."

Recommendation:

Award of contract is recommended to:

K&K Express LLC, dba K2 Logistics

Eagan, MN

Responsible school or office:

Department of Fiscal Services

Contact person:

Barbara Burnopp

Funding source:

Operating funds

8. Contract: Web Hosting and Grade Book Application
Contract #: PCR-246-12

Term: 5 years **Extension:** 5 years **Contract Ending Date:** 8/31/22
Estimated contract authority: \$ 1,000,000

Board meeting date: August 7, 2012
Bid issued: January 19, 2012
Pre-bid meeting date: N/A
Due date: February 16, 2012
No. of vendors issued to: 19
No. of bids received: 2
No. of no-bids received: 0

Description:

This contract consists of providing Web hosting for each school, teacher, class, department, and/or group in the system. These Web pages can be used to securely post information such as news, calendar events, homework assignments, video, audio, and graphics. The service includes secured login for staff, students, and parents/guardians to access only the information that relates to them. It provides a uniform layout for all district Web pages and improves communication with parents and the community, as updates to the Web site can be done without knowing programming languages.

The grade book functionality allows teachers to post and grade homework assignments. Students and parents, in turn, will be able to access information that is relevant to them. Two-way data exchange will occur between BCPS' student information system and the grade book to minimize duplicate data entry of basic student information and grades.

Because 55 schools currently use another Web hosting platform and grade book, the implementation of this district-wide solution will be a phased approach. Schools that are currently under individual contracts will be converted over to SharpSchool by the end of the 2012-2013 school year.

Recommendation:

Award of contract is recommended to:

Sharp School

Williamsville, NY

Responsible school or office:

Department of Technology

Contact person:

Camille B. Jones

Funding source: Operating budget

9. Contract: Roof Design and Construction Administration Services – Franklin High School
Contract #: JNI-724-13

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 36,502
Estimated contingency amount: \$ N/A
Estimated total award value: \$ 36,502

Board meeting date: August 7, 2012

Description:

On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.

The roof for this school is in need of replacement, and approval will allow enough time for the architect’s design to be approved by the state in order for construction to start in the spring of 2013.

Recommendation:

Award of contract is recommended to:

Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO) Ashburn, VA

Responsible school or office: Department of Physical Facilities

Contact person: Michael G. Sines

Funding source: Capital budget

10. Contract: Roof Design and Construction Administration Services – Grange Elementary School

Contract #: PCR-266-13

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

Estimated annual award value: \$ 24,276

Estimated contingency amount: \$ N/A

Estimated total award value: \$ 24,276

Board meeting date: August 7, 2012

Description:

On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.

The roof for this school is in need of replacement, and approval will allow enough time for the architect's design to be approved by the state in order for construction to start in the summer of 2013.

Recommendation:

Award of contract is recommended to:

Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO) Ashburn, VA

Responsible school or office: Department of Physical Facilities

Contact person: Michael G. Sines

Funding source: Capital budget

11. Contract: Roof Design and Construction Administration Services – Hawthorne Elementary School

Contract #: PCR-265-13

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 21,988
Estimated contingency amount: \$ N/A
Estimated total award value: \$ 21,988

Board meeting date: August 7, 2012

Description:

On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.

The roof for this school is in need of replacement, and approval will allow enough time for the architect’s design to be approved by the state in order for construction to start in the spring of 2013.

Recommendation:

Award of contract is recommended to:

Pennsylvania Education Joint Purchasing Ashburn, VA
Council (PAEJPC)/Weatherproofing
Technologies, Inc. (TREMCO)

Responsible school or office: Department of Physical Facilities

Contact person: Michael G. Sines

Funding source: Capital budget

12. Contract: New Stadium Bleachers – Owings Mills High School
Contract #: PCR-255-12

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 1,228,547
Estimated contingency amount: \$ 71,453
Estimated total award value: \$ 1,300,000

Board meeting date: August 7, 2012
Bid issued: May 17, 2012
Pre-bid meeting date: May 29, 2012
Due date: June 14, 2012
No. of vendors issued to: 4
No. of bids received: 1
No. of no-bids received: 0

Description:

This project consists of the construction of new bleachers at the school stadium, a new press box, concrete access walk with retaining walls, railings between concession stand and new bleachers, and handicap parking spaces painting on the existing paved area.

Recommendation:

Award of contract is recommended to:

Huntington and Hopkins, Inc.

Baltimore, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Michael G. Sines

Funding source:

Quality Zone Academy Bond (QZAB)

Contract: New Stadium Bleachers – Owings Mills High School
Contract #: PCR-255-12

	Bidders' Names
	Huntington and Hopkins, Inc.
PART A - Lump Sum Item	\$748,568
PART B - Unit Price Lump Sum	\$59,400
TOTAL BASE BID (PART A + PART B)	\$807,968
Alternate No. 1 ADD: Proposed Stadium Bleachers Extensions on both sides of the Base Bid Stadium Bleachers.	\$133,700
Alternate No. 3 ADD: Installation of concrete walkway with valley gutter and retaining walls between proposed stadium bleachers and concession stand.	\$277,379
Alternate No. 5 ADD: Painting of handicap parking spaces and wood bollards installation on existing paved area at the back of school building.	\$9,500
Total	\$1,228,547

13. Contract: Roof Design and Construction Administration Services – Woodlawn High School

Contract #: PCR-267-13

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 33,802
Estimated contingency amount: \$ N/A
Estimated total award value: \$ 33,802

Board meeting date: August 7, 2012

Description:

On July 12, 2005, the Board approved the use of the Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO). This project consists of the roof replacement design and construction administration services.

The roof for this school is in need of replacement, and approval will allow enough time for the architect's design to be approved by the state in order for construction to start in the summer of 2013.

Recommendation:

Award of contract is recommended to:

Pennsylvania Education Joint Purchasing Council (PAEJPC)/Weatherproofing Technologies, Inc. (TREMCO) Ashburn, VA

Responsible school or office: Department of Physical Facilities

Contact person: Michael G. Sines

Funding source: Capital budget