

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: October 9, 2012

TO: **BOARD OF EDUCATION**

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

RE: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**

ORIGINATOR: Michael G. Sines, Chief Operations Officer

RESOURCE PERSON(S): Richard Gay, Manager, Office of Purchasing
Pradeep Dixit, Acting 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 – October 9, 2012**

1. Contract Modification: Food Products
Contract #: MBU-525-11

Term: N/A **Extension:** N/A **Contract Ending Date:** 6/30/14
Estimated contract authority: \$ N/A
Estimated modification amount: \$ N/A
New estimated total contract authority: \$ N/A

Board meeting date: October 9, 2012

Description:

On June 14, 2011, the Board approved this contract. This contract modification consists of consent to assignment of the above contract to JTM Food Group from Culinary Standards. JTM Food Group is assuming the provision and delivery of Culinary Standards' current awarded products to Baltimore County Public Schools (BCPS) under the current contract's terms, conditions, and pricing.

Recommendation:

Award of contract modification is recommended to:

JTM Provisions Company, Inc.	Harrison, OH
Responsible school or office:	Department of Planning and Support Operations
Contact person:	Kara Calder
Funding source:	Operating budget

2. Contract Modification and Extension: Production Photocopy Equipment
Contract #: PCR-208-08 (Maryland State Contract #001B7900157)

Term: N/A **Extension:** 4 months **Contract Ending Date:** 6/30/13
Estimated contract authority: \$ 1,960,950
Estimated modification amount: \$ 475,000
New estimated total contract authority: \$ 2,435,950

Board meeting date: October 9, 2012

Description:

On February 14, 2008, the Board approved this contract with an expiration date of February 28, 2013. This contract modification and extension increases funding to meet anticipated printing demands and technology changes in the equipment and extends the contract through the end of the school year. A new state contract is anticipated before June 30, 2013.

Recommendation:

Award of contract modification and extension is recommended to:

Xerox Corporation Chicago, IL

Responsible school or office: Department of Planning and Support Operations

Contact person: Kara Calder

Funding source: Operating budget

3. Contract: Autism and Applied Behavior Analysis Training and Consultation
Contract #: RGA-109-13

Term: 1 year **Extension:** N/A **Contract Ending Date:** 10/31/13
Estimated contract authority: \$ 50,000

Board meeting date: October 9, 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 consultative services to four designated schools, and providing training and consultation in autism and applied behavior analysis (ABA) to BCPS' teachers in communication and support programs at the preschool, prekindergarten, and elementary levels.

ABA is an intervention model that uses evidence-based behavioral treatment approaches to provide intensive therapy in the form of specific training techniques. The therapy uses the Functional Behavioral Analysis antecedent-behavior-consequence approach to creating opportunities for children with autism to learn and acquire skills (behavioral or academic) while discouraging and minimizing undesired behavior through the use of reinforcers. Criteria for success and achievement of goals is measured in terms of desired versus non-desired responses given by the child. ABA is considered a scientific method of intervention because studies have been conducted to validate its procedures of improved behavior in children with autism through the research of practitioners. This training will consist of a five-part series (27 hours of training). These trainings will instruct staff in the use of behavioral principles and evidence-based strategies to help them understand and implement specialized behavior plans for students with autism in their classrooms. In addition, this training will focus on specialized teaching techniques to facilitate and support best practices for autism service delivery, assist regular education teachers in preparing for integration of children with autism in their classrooms and work to help create a community atmosphere for students with autism in BCPS. All aspects of the training will include pre- and post-assessments, classroom/student/staff observations, feedback, follow-up interviews, and reactions.

Recommendation:

Award of contract is recommended to:

Shafer Center

Reisterstown, MD

Responsible school or office:

Division of Curriculum and Instruction

Contact person:

Patricia Lawton

Funding source:

MSDE grant funding

4. Contract: Food Products – Sliced Apples

Contract #: MBU-507-13 (The Houston Independent School District
Project #11-12-01 – RFP/Food Service – Frozen Food
and Staple Groceries – Annual)

Term: 9 months **Extension:** N/A **Contract Ending Date:** 6/30/13

Estimated total award value: \$ 50,000

Board meeting date: October 9, 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 N/A

Description:

This contract consists of the purchase of sliced apples to be included in the menu for school lunches and as an a la carte item. Fruits and vegetables must be grown and/or processed in the United States, as mandated by the USDA. Because of drought conditions this year, apple prices and availability cannot be fixed for any given period. The product will be purchased for delivery to the warehouse and distribution made to individual schools. Contracting for these commodities from this provider will ensure a fixed price for the product throughout the school year.

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:

Braun Beef Company, Inc.

San Antonio, TX

Responsible school or office:

Department of Planning and Support
Operations

Contact person:

Kara Calder

Funding source:

Operating budget

5. Contract: Master Schedule Process

Contract #: RGA-108-13 (Fort Worth Independent School District #11-078 Consultant for Master Schedule Process Development Plan)

Term: 2 years **Extension:** N/A **Contract Ending Date:** 10/31/14

Estimated contract authority: \$ 375,000

Board meeting date: October 9, 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 providing a process plan to standardize and optimize the master schedule development at middle and high schools. This will allow BCPS to tailor its process to address the specific needs of our schools. The vendor will work closely with BCPS school-based staff in the development of processes and professional training concepts and methodologies to optimize their schedule development skills. These methodologies will improve the technological aptitude of administration and staff members in the understanding of master schedule development concepts and processes, as well as customized training specific to BCPS to improve classroom management. These skills will greatly enhance student academic achievement as the BCPS staff applies this knowledge towards optimizing the master course schedule from both the systemwide and individual school perspective. BCPS staff will be provided training to effectively analyze school scheduling data with the intent of improving teaching abilities and learning capacity for BCPS students.

Section §5-112 of the Education Article of the Annotated Code of Maryland subparagraph (a) (3) and it 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:

Scholastic Scheduling Solutions (S3)

Malvern, AR

Responsible school or office:

Assistant Superintendent High Schools

Contact person:

Dr. Edward Newsome, Jr.

Funding source:

Operating budget

6. Contract: Peer Assistance and Review Program
Contract #: JNI-732-13

Term: 9 months **Extension:** N/A **Contract Ending Date:** 6/30/13
Estimated contract authority: \$ 30,000

Board meeting date: October 9, 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 development of a peer assistance and review (PAR) program to support teacher effectiveness. The consultant will conduct individual training sessions that guide BCPS staff in the design, development, and implementation of a PAR program that is customized to meet the needs of teachers, administrators, and central office staff. A steering committee made up of TABCO union representatives and school administrators will meet with a facilitator who will help them develop the program, build a trainer-of-trainer model, and provide training on strategies for implementing PAR in conjunction with the implementation of the Common Core framework and the new teacher and principal evaluation systems.

Recommendation:

Award of contract is recommended to:

Bastress Consulting Group	Sykesville, MD
Responsible school or office:	Department of Professional Development
Contact person:	William Burke
Funding source:	Title II funds

7. Contract: Software – Adobe Software License
Contract #: JMI-614-13 (Maryland Educational Enterprise Consortium (MEEC) Contractual Licensing Program #4.5)

Term: 1 year, 6 months **Extension:** N/A **Contract Ending Date:** 4/30/14
Estimated contract authority: \$ 870,000

Board meeting date: October 9, 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 software licensing for Adobe graphic arts applications that include: Acrobat; Design Premium (including Photoshop, Illustrator, InDesign, Acrobat Pro, Flash Pro, Dreamweaver, and Fireworks); and Flash Media server and Media Streaming Server (including all licenses, upgrades, and basic support). The agreement is managed through Bell Techlogix who won the bid to act as a reseller for Adobe products to MEEC members.

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:

Bell Industries, Inc., DBA Bell Techlogix

Richmond, VA

Responsible school or office:

Department of Technology

Contact person:

Camille B. Jones

Funding source:

Operating budget

8. Contract: Special Education Audit Services
Contract #: JMI-608-13

Term: 1 year **Extension:** N/A **Contract Ending Date:** 10/31/13
Estimated contract authority: \$ 98,090

Board meeting date: October 9, 2012
Bid issued: July 19, 2012
Pre-bid meeting date: N/A
Due date: August 16, 2012
No. of vendors issued to: 26
No. of bids received: 5
No. of no-bids received: 0

Description:

This contract consists of providing special education audit services. A special education audit will be conducted to identify specific strategies to increase effective and efficient delivery of services for students with disabilities. The scope of work will include a review of funding for special education, organization of the Office of Special Education, programs and services within schools, and special education staffing. In addition, there will be an analysis of the curriculum to determine if the curriculum supports achievement for diverse students.

Recommendation:

Award of contract is recommended to:

WestEd

Washington, D.C.

Responsible school or office:

Division of Curriculum and Instruction

Contact person:

Patricia Lawton

Funding source:

Third Party Billing budget

9. Contract: Textbook – Music – High School
Contract #: RGA-107-13

Term: 3 years **Extension:** N/A **Contract Ending Date:** 10/30/15
Estimated total award value: \$ 67,660

Board meeting date: October 9, 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 providing high school textbooks, *Tonal Harmony with an Introduction to Twentieth-Century Music*. This textbook provides students with a comprehensive, but accessible and highly practical, set of tools for the understanding of music. The program provides a flexible sequence of topics that can be rearranged into an individualized curriculum that allows for creativity and alignment to the BCPS' curriculum. The professional development and supplemental materials, which are included in the purchase, will benefit new and veteran teachers as they plan for instruction.

The following high schools with advanced theory placement will use this book:

Catonsville High School
Dulaney High School
Eastern Technical High School
Franklin High School
George Washington Carver Center for Arts and Technology
Hereford High School
Lansdowne High School
Owings Mills High School
Patapsco High School and Center for the Arts
Perry Hall High School
Pikesville High School
Towson High School

This purchase includes 20 class sets. The purchase also includes the teacher's edition, student workbooks, and accompanying CDs.

These items were selected using the process outlined in Board of Education Policy and Superintendent's Rule 6002 and section §7-106, Paragraph (a) of the Education Article of the Annotated Code of Maryland. BCPS purchases the above materials upon the recommendation of the county superintendent and the adopted procedures of the county board. Instructional materials are recommended after being carefully evaluated and selected by a curriculum and instruction committee for use in the subject area; the selected materials support the curriculum and meet the diverse needs of students. Under Superintendent's Rule 6002, instructional materials may be consumable and expendable and include, but are not limited to, such items as charts, kits, textbooks, magazines, newspapers, pictures, recordings, slides, transparencies, videos, video discs, workbooks, and electronic resources such as software, CD-ROMs, and online services.

Recommendation:

Award of contract is recommended to:

McGraw Hill Education

Columbus, OH

Responsible school or office:

Department of Special Programs

Contact person:

Kathleen M. McMahon

Funding source:

Operating budget

10. Contract Modification: Consultant Services – Architectural/Engineering (A/E)
Services – Hereford High School

Contract #: JMI-628-08

Term:	N/A	Extension:	N/A	Contract Ending Date:	N/A
Original contract amount:				\$	49,982
Current approved modification amount:				\$	3,113,975
Current contingency amount:				\$	55,993
Increase to contingency amount:				\$	225,000
New estimated total contract authority:				\$	3,394,968

Board meeting date: October 9, 2012

Description:

On February 26, 2008, the Board gave approval for the Department of Physical Facilities to conduct contract negotiations with Rubeling & Associates, Inc., for the feasibility study portion of Hereford High School design.

On April 8, 2008, the Board approved expenditures of \$49,982 to Rubeling & Associates, Inc., for the development of the feasibility study.

On December 2, 2008, the Board approved expenditures of \$2,799,639 to Rubeling & Associates, Inc., for architectural/engineering services and 2% contingency (\$55,993) for a total modification of \$2,855,632.

On June 12, 2012, the Board approved expenditures of \$264,354 to Rubeling & Associates, Inc., for additional architectural/engineering services to meet newly enacted storm water management regulations, as well as the current Maryland Department of Environment discharge permit and Baltimore County Public Schools' educational program requirements.

An increase to the contingency amount from \$55,993 to \$280,993 to create a second bid package to accelerate the beginning of construction will allow the expenditure of construction dollars in FY 2013, as well as meet current BCPS infrastructure and facility requirements.

Recommendation:

Award of contract modification is recommended to:

Rubeling & Associates, Inc.

Towson, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Pradeep Dixit

Funding source:

Capital budget

11. Contract: Roof Replacement – Jacksonville Elementary School
Contract #: MBU-503-13

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 1,003,805
Estimated contingency amount: \$ 100,381
Estimated total award value: \$ 1,104,186

Board meeting date: October 9, 2012

Description:

This project consists of the removal of the existing roof system and the installation of approximately 75,672 square feet of a combination shingle and built-up roof system. The new fiberglass shingle roof section is approximately 64,572 square feet with a 40-year warranty. The new four-ply, built-up, hot coat surface and gravel roof section is approximately 11,100 square feet with a 20-year warranty. Funding for this project is included in the FY2013 capital budget.

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: Pradeep Dixit

Funding source: Capital budget

12. Contract: Exterior Lighting – Lansdowne Elementary School
Contract #: MBU-502-13

Term: N/A **Extension:** N/A **Contract Ending Date:** N/A
Estimated annual award value: \$ 29,700
Estimated contingency amount: \$ 2,970
Estimated total award value: \$ 32,670

Board meeting date: October 9, 2012
Bid issued: August 9, 2012
Pre-bid meeting date: August 15, 2012
Due date: August 30, 2012
No. of vendors issued to: 8
No. of bids received: 4
No. of no-bids received: 0

Description:

This project consists of providing labor, equipment, materials, and services to install new parking lot lighting.

Recommendation:

Award of contract is recommended to:

Eastern Sales & Engineering Co.

Baltimore, MD

Responsible school or office:

Department of Physical Facilities

Contact person:

Pradeep Dixit

Funding source:

Qualified Zone Academy Bond (QZAB)
program budget