

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: December 17, 2013
TO: **BOARD OF EDUCATION**
FROM: S. Dallas Dance, Superintendent
SUBJECT: **RECOMMENDATIONS FOR AWARD OF CONTRACTS**
ORIGINATOR: Michael G. Sines, Chief Operations Officer
RESOURCE
PERSON(S): Rick Gay, Manager, Office of Purchasing

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 – December 17, 2013**

1. Contract Modification: Vehicle Towing
Contract #: PCR-297-11

Term: N/A **Extension:** 3 years **Contract Ending Date:** 12/31/18
Estimated contract authority: \$ 200,000
Estimated modification amount: \$ 120,000
New estimated total contract authority: \$ 320,000

Board meeting date: December 17, 2013

Description:

On November 9, 2010, the Board approved this contract. During the ensuing period, the award bidder failed to meet contractual requirements and, subsequently, this contract was terminated for default. Recommendation of award is now to the next lowest bidder meeting bid requirements.

This contract modification extends the contract term and increases the spending authority to accommodate the extension period. The contract consists of providing towing services for BCPS' fleet of vehicles, which includes approximately 900 buses, 360 trucks, and 60 automobiles. Services include towing, removing drive axle, placing upright, winching, and transporting via lowboy.

Recommendation:

Award of contract modification is recommended to:

Ted's Towing Service, Inc. Baltimore, MD

Responsible school or office: Chief Operations Officer

Contact person: Michael G. Sines

Funding source: Operating budget

2. Contract: Document Management Software
Contract #: RGA-131-14 (State of Arkansas Bid #SP-12-0100, Contract #4600023474)

Term: 5 years **Extension:** 5 years **Contract Ending Date:** 12/31/23
Estimated contract authority: \$ 400,000

Board meeting date: December 17, 2013
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 document management software for BCPS copy services, DocuWare, that allows users to electronically manage, store, and share documents, regardless of format. Documents (paper or digital) arrive in electronic baskets that mimic the in box on our staff member’s desk. Employees work on them as they normally would: sort, organize; staple, or clip together; add notes, comments, signatures, and stamps, but it is accomplished digitally. From the baskets, their documents are then stored in digital file cabinets, forming a “document pool.” The program’s indexing features automatically assure all document types are filed away in the right location. This software will allow for tracking and distributing documents via fax or e-mail from the desktop. Additionally it allows, through SharePoint, employee access to procurement requisitions and purchase orders. This software will be used in tandem with the digital conversion.

The implementation of this project will align with *Blueprint 2.0*, Goal 4: Organizational Effectiveness, Organizational Performance Standards, B. Build, sustain, and invest in technology infrastructure and efforts to streamline data management and create efficiencies throughout the organization; Key Actions 7. Evaluate current systems to identify technology solutions to increase efficiencies in areas such as financial management, curriculum and learning management, applicant tracking, and employee absence and time reporting systems; and E. Develop and implement a systemwide framework to ensure efficiencies in all schools and offices throughout the organization, Key Action 2. Identify efficiencies and related performance metrics such as time cycles (e.g., open and closed work orders), waste reduction, financial savings, or realignment.

This award of contract has employed the cooperative bidding process. The Education Article requires local boards of education to select the lowest responsible bidder, but this requirement does not apply to: “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.” Md. Code Ed. Ann §5-112 (a) (3) Additionally, §4-123(a) (1) of the Education Article provides that “A county board may enter

into an agreement for the cooperative or joint administration of programs with one or more: county boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils” relating to “(2) (ii) purchasing.”

Recommendation:

Award of contract is recommended to:

Advance Business Systems

Cockeysville, MD

Responsible school or office:

Department of Fiscal Services

Contact person:

Barbara Burnopp

Funding source:

Operating budget

3. Contract: Survey Platform
Contract #: RGA-130-14 (GS-35F-0511T)

Term: 5 years **Extension:** 5 years **Contract Ending Date:** 12/31/23
Estimated contract authority: \$ 637,270

Board meeting date: December 17, 2013
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 a program that facilitates and automates conducting of surveys, polls, and reports. The vendor will develop, maintain, and host the Web site that includes all survey, panel, and assessment development tools, e-mail delivery, online analysis tools, online libraries, tutorials, and support facilities. System updates, backup, and maintenance are included. This is an annual contract that will be renewable each year and will allow up to 100,000 survey respondents each year. The program provides online tutorials and telephone technical support. This single-software solution for survey deployment will serve all departments and schools and will be a single branded solution for annual and ad hoc surveys.

The Department of Research, Accountability, and Assessment (DRAA) requires a powerful and robust survey platform to build and administer the newly revised 2013-2014 Stakeholder Survey as well as all other surveys that are currently administered throughout BCPS. This contract award allows BCPS to have access to an enterprisewide platform to centralize online survey data collection into a single Web-hosted system, giving DRAA control over survey development and deployment via integrated panel management as well as centralized control over data collection. This new program allows BCPS to transition into a coordinated systemwide survey platform that offers exceptional ease of use with an advanced set of features and capabilities.

Currently BCPS uses multiple tools of varied and limited capability to field surveys. Because survey data are not centrally stored and managed, survey efforts are disjointed, and data sharing and reporting is person-dependent and software-based, resulting in inefficient time management and productivity. This purchase aligns with *Blueprint 2.0*, Goal 4: Organizational Effectiveness, Organizational Performance Standards and Accountability, B. Build, sustain, and invest in technology infrastructure and efforts to streamline data management and create efficiencies throughout the organization. This program will seamlessly integrate with BCPS One.

This award of contract has employed the cooperative bidding process. The Education Article requires local boards of education to select the lowest responsible bidder, but this requirement does not apply to: “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.” Md. Code Ed. Ann §5-112 (a)(3) Additionally, §4-123(a)(1) of the Education Article provides that “A county board may enter into an agreement for the cooperative or joint administration of programs with one or more: county boards; (ii) Other educational institutions or agencies; and (iii) Boards of county commissioners or county councils” relating to “(2)(ii) purchasing.”

As stipulated through the Federal Property and Administrative Services Act, amended Section 211 of the E-Government Act of 2002 (Pub. L. 107-347), BCPS has approval to procure from the GSA Federal Supply Schedule (Schedule 70).

Recommendation:

Award of contract is recommended to:

EC America, Inc.

Provo, UT

Responsible school or office:

Department of Research, Accountability, and Assessment

Contact person:

Kara Calder

Funding source:

Operating budget