Agenda Item Details

Meeting: Jan 14, 2014 - MEETING OF THE BOARD OF EDUCATION OF BALTIMORE COUNTY, MARYLAND

Category: O. NEW BUSINESS - CONTRACT AWARDS (Mr. Gay/Mr. Dixit)

Subject: 1. RGA-132-14 - Consultant - Standard Documentation of Services to Students with Disabilities

Access: Public

Type: Action (Consent)

Public Content

That the Board of Education approves the following contract recommendation.

011414_RGA-132-14.pdf (28 KB)

Administrative Content

Executive Content
1. **Contract:** Consultant—Standard Documentation of Services to Students with Disabilities
   
   **Contract #:** RGA-132-14
   
   **Term:** 6 months **Extension:** N/A **Contract Ending Date:** 6/30/14
   
   **Estimated contract authority:** $ 36,000
   
   **Board meeting date:** January 14, 2014
   
   **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 consultant services that will provide written procedures and training documentation to support the implementation of a standard documentation method for students with disabilities who are tracked through the TIENET® system (Technology for Improving Education). The contracting for these consulting services are in direct response to the recommendations from the special education audit to develop an *Individualized Education Program (IEP) snapshot* that provides essential information for instructional and behavioral support to teachers and other personnel who have no need for the full IEP to implement a student’s identified services. The consultant will also develop strategies to assist in the collection of the data and system functional requirements, and will provide written procedures and training documentation to support a standard method of documenting the provision of related services to students with disabilities. This will also include professional development to related service providers regarding the utilization of technology to enhance documentation for students with disabilities. The recommended consultant has many years of experience in information technology and special education.

   As a response to the recommendation from the special education audit to develop a single standard operating procedural manual for special education, the consultant will assist staff in the development of a Special Education Standard Operation Procedural Manual that will define BCPS’ procedures to ensure compliance with state and federal regulations regarding provisions for students with disabilities. This manual will be used by IEP teams, school-based staff, and administrators in providing required services and support to students with disabilities and students suspected of having a disability.
**Recommendation:**

Award of contract is recommended to:

Donna Banning

Cockeysville, MD

**Responsible school or office:**

Department of Special Education and Student Support Services

**Contact person:**

Debra Brooks

**Funding source:**

Operating budget