

HOW WE CHOSE OUR DEVICES

BALTIMORE COUNTY PUBLIC SCHOOLS

In 2017, BCPS began the contract process for student and staff devices. On April 3, 2018, the Board of Education approved the student and staff device contract. The contract was awarded to Daly Computers, Inc.

The final device selections are the following.

- Staff: 13.3" HP Elitebook X360 1030 G2
- Students in Grades K-12: 11" HP ProBook X360 11 G2 EE (Only students in Grades 1-12 use their own BCPS device.)

In 2018-2019, the new devices are for all teachers and administrators, Lighthouse elementary students, and all high school students.

Non-Lighthouse elementary students and middle school students continue using the HP Revolve 810 during 2018-2019. The new device will roll out to non-Lighthouse elementary students in 2019-2020 or 2020-2021. The new device will roll out to Lighthouse middle school students in 2019-2020, and to non-Lighthouse middle school students in 2020-2021.

WHY DID WE LOOK FOR NEW DEVICES IN 2017?

According to the 2017 BCPS Stakeholder Survey:

- 88% of parents believe making learning more personalized for students helps teachers to meet the academic needs of all students.
- 85% of parents believe access to technology increases opportunities for making learning more personalized for students
- 81% of parents believe teachers are able to use technology to meet the academic needs of all students

Based on this data, BCPS parents overwhelmingly believe that technology is a benefit to student learning.

Since devices were implemented, student performance in reading and math has increased from below state and national averages to above both state and national performance on the national Measures of Academic Progress (MAP) and the PARCC test (Partnership for Assessment of Readiness for College and Careers) in both reading and math. Our students made gains that are like receiving hundreds of hours of instruction, and their gains are greater than other school systems. Our Lighthouse students, who had the benefit of their own BCPS device, had the largest gains.

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In addition to the parent support and the increased student achievement, our device lease (Contract #MWE, Daly Computers, Inc.) expired during the 2017-18 school year. As a result, BCPS began the process for a new contract with a request for proposal (RFP) and invitation to bid on the BCPS website on October 26, 2017. To ensure alignment with the BCPS strategic plan, *Blueprint 2.0*, extensive technical and functional requirements were included in the RFP. (See the *Device Requirements* section below for more details about the requirements.)

The deadline for vendor bid submissions was December 7, 2017. By December 8, 2017, staff in the BCPS Office of Purchasing had performed their preliminary submission review and shared bid packages with the Student and Staff Device Selection Team so that product demonstrations could be presented and evaluated by various stakeholder groups. (See the *Product Review Process* section below for more details). Ultimately a recommendation was made to the Student and Staff Device Selection Executive Sponsors for consideration and then to the Superintendent's Cabinet, followed by the Board of Education of Baltimore County for approval.

STUDENT AND STAFF DEVICE REQUIREMENTS

What is a requirement?

A requirement is a feature, characteristic, or functionality that must be available in a product to accomplish a task or solve a problem based upon stakeholder need.

How were requirements for the staff and student devices gathered from stakeholders?

1. Requirements were obtained directly from students and staff through our standard continuous improvement process, which included gathering:
 - a. Ongoing feedback from school staff submitted through calls to the BCPS Help Desk or BCPS support requests.
 - b. Input from teachers, students, and parents through annual BCPS One Focus Group sessions.
 - c. Feedback from school staff in response to a survey that was sent out in June 2017.
2. Requirements gathering sessions were also held with central office personnel throughout the fall of 2017 to specifically identify functional and technical needs.

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Who participated in the 2016-17 SY BCPS One Focus Groups and how were they selected?

Focus Group Participants	Count	How were participants selected? (Participation for all focus groups was voluntary)
STAT Teachers	20	Elementary and secondary STAT teachers were invited to participate in the focus group on a STAT training day. Morning and afternoon sessions were offered.
Teachers	35	Focus groups were advertised to all teachers via the Weekly Bulletin and offered to teachers through the Professional Learning Registration System. An additional session was also offered directly to TABCO. Both elementary and secondary teachers attended.
School Administrators	16	School administrators were nominated by community superintendents to participate in focus groups. The focus groups were held during the June 2017 STAT Institute. Both elementary and secondary administrators attended.
Students	116	An elementary, middle, and high school were selected from each of the 4 zones. Principals of the selected schools invited 10 and 20 students to participate.
Parents	40	Feedback was solicited from parents during the May and June 2017 <i>Build a Better Summer - Parent Expo</i> , hosted by BCPS' Parent University at the Rosedale and Catonsville libraries.
Total	227	

Who received the June 2017 survey and how many responded?

A survey was sent to all of the staff that attended the STAT Institute in June 2017. Response was voluntary.

Respondent by Job Title	Count
School Administrators	73
Teachers	216
Resource Teachers	4
STAT Teachers	20
Total	313

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Which central offices were represented during the winter 2017 requirements gathering sessions?

- Division of Curriculum and Instruction
 - Department of Academics
 - Department of Innovative Learning
- Department of Information Technology
 - Technology Support Services
 - Office of Enterprise Applications
 - Network Support Services
 - Project Management Office
- Division of Research, Accountability, and Assessment
- Division of Organizational Effectiveness

How did central office staff identify requirements and how many were included in the RFP?

Central Office staff identified 5 major device requirements categories. For each of the major categories, an analysis of needs (across all stakeholder groups – teachers, students, staff, etc.) was conducted. As a result, 172 requirements were identified and included in the RFP. A breakdown of those requirements by category is provided below.

Device Requirements Category	Number of Requirements
Hardware Students Grades K-5	25
Hardware Students Grades 6-12	33
Hardware Staff Members	33
Hardware Desktop Units	12
Device Preparation	25
Device Support, Maintenance, Warranty	44
Total	172

PRODUCT REVIEW PROCESS

Products were evaluated on the following dates:

- 1) December 11-15, 2017 – Technical Review
- 2) December 11, 2017 – January 25, 2018 – RFP Review
- 3) January 8, 16 & 24, 2018 - Student Review
- 4) January 11 and 12, 2018 – Vendor Product Demonstrations

On January 11 and 12, 2018, vendor product demonstrations were presented to the Student and Staff Device Selection Team. All evaluations were completed after each presentation and submitted immediately.

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Who was represented on the Student and Staff Device Selection Team?

- Teachers
- Administrators
- CASE (bargaining unit for school administrators)
- Board's Advisory Committee for Special Education
- Board's Advisory Committee for Gifted and Talented Education
- Information Technology
- Facilities Management
- Food Services
- Research, Accountability, and Assessment
- Academics
- Academic Services
- Special Education
- School Counseling
- Innovation and Digital Safety
- Parent Teacher Association Council
- Business Management Information Systems

Representation from the following groups attended only some of the vendor demonstrations.

- Organizational Development
- Educational Options
- Human Resources

How did the Student and Staff Device Selection Team evaluate vendor products?

Members of the Student and Staff Device Selection Team were provided information regarding the contents of the RFP. Each vendor then provided a demonstration of their product to the Student and Staff Device Selection Team. At a minimum, this included a demonstration of BCPS's highest priority requirements within 2 hours.

Individually, the team members scored each vendor presentation. Members were required to attend all 4 presentations in order to evaluate the products.

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Who was on the RFP Review Committee?

Members of the Student and Staff Device Selection Technical Review Committee read and evaluated the written proposals of all 4 vendors to determine if each requirement in the requirements categories was met based on the submitted documentation.

The RFP Review Committee consisted of a subset of representatives from the Student and Staff Device Selection Team as follows:

- Department of Information Technology
- Department of Innovative Learning

How did the RFP Review Committee evaluate the products?

Members of the RFP Review Committee evaluated the technical requirements for each product. The RFP Review Committee also evaluated each vendors' references, implementation plan, experience and qualifications of the proposed staff and partners, and pricing.

Who was on the Technical Review Committee?

In addition, a technical review of the products was also conducted on December 11 - 15, 2017. The Technical Review Committee consisted of a subset of representatives from the Student and Staff Device Selection Team as follows:

- Academics
- Information Technology

How did the Technical Review Committee evaluate the products?

A sample of each product was set up in a common location for the purpose of examining and using each product. Members of the Technical Review Committee evaluated the functionality of each product physically and by using the features of each product.

How did the students evaluate the products?

School administrators selected up to 20 students per school to participate in the product evaluations. School based staff members as well as staff members from the Department of Information Technology and the Department of Innovative Learning met with each group of students to record feedback about each product. Each product was provided to the appropriate group of students (Grades K-5, 6-12) to use and then rate.

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How was the price evaluated?

Pricing was evaluated in several ways:

- 1) The individual and cumulative costs of each product.
- 2) The one-time cost for the products for implementation, and training.
- 3) The reoccurring costs for subsequent years.

How was the final recommended product selected?

All four bidders were asked to submit their best and final offers. The recommended devices and supporting vendor met the technical requirements and had the highest overall weighted score. The overall weighted score included scores from product demonstrations, technical evaluations, student and staff feedback, and written responses.