

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: March 26, 2002

TO: BOARD OF EDUCATION

FROM: Dr. J. Hairston, Superintendent

SUBJECT: Recommendations for Award of Contracts
Board Exhibit – March 26, 2002

ORIGINATOR: Robert Haines, Deputy Superintendent of Business Services

**RESOURCE
PERSON(S):** Patrick Fannon, Controller; Richard Gay, Purchasing Manager

RECOMMENDATION

That the Board of Education approves the recommendations for award of contracts Board Exhibit for the March 26, 2002 board meeting.

See the attached list of contract recommendations presented for consideration by the Board of Education of Baltimore County.

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Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – March 26, 2002**

The following contract recommendations are presented for consideration by the Board of Education of Baltimore County.

1. **Service Contract: Audiological Examination
Booth & Equipment – Maiden Choice School
Contract # 3-346-02** **Estimated Award Value: \$56,161
Biocoustics Instruments, Inc.**

A bid to furnish and install an audiological examination booth and associated equipment into the Maiden Choice School was issued on January 31, 2002, to two contractors. The specifications were developed in conjunction with the school, Dr. Erwin Riedner, Audiologist, Special Education for BCPS, and the bidders at a pre-bid conference. The bid specifies that the award bidder shall provide a fully functional, tested, and sound-proofed audiological examination booth and audiometer, with a VRA/Reinforcement System and an ear analyzer that shall meet and/or exceed all local, state, and federal codes and regulations. Proposals were received from one vendor.

The recommendation of award is made to **Biocoustics Instruments, Inc. of Hanover, MD**, as the responsive and responsible bidder offering the bid price of \$56,161. Funding for this project will be provided through a Special Education grant from the Maryland Department of Special Education.

2. **TV/VCR Bracket Supply & Installation
Three-Year Contract
Contract # 4-417-02** **Estimated Annual Award: \$70,000
Estimated Award Value: \$210,000
Kipp Visual Systems**

A three-year bid for the purchase and installation of ceiling and wall mounted TV/VCR brackets was issued to 33 vendors. BCPS received 13 responses: seven proposals and five no-bids. One was rejected for failing to meet all specifications.

The bid was coordinated with the Department of Physical Facilities and with input from the bidders at a pre-bid meeting. The specifications were written to award the contract on an aggregate basis for the four pre-approved products (TV wall mounts (yoke and strap) & ceiling mount, and VCR mount). The Department of Physical Facilities, Office of Maintenance and individual schools utilize this contract.

<u>Bidders</u>	<u>Aggregate Amount</u>
Kipp Visual Systems, Inc., Baltimore, MD	\$1,187.00
Nelson White Systems, Inc., Baltimore, MD	\$1,415.00
Most, Inc. Baltimore, MD	\$1,498.00

Kunz, Inc., Baltimore MD	\$1,530.42
System, Inc., Linthicum, MD	\$1,658.00
A-L Abatement, Inc., Baltimore, MD	\$1,894.00
Miracle Construction, Baltimore, MD	\$2,703.00

The award is recommended to the lowest bidder meeting all specifications, **Kipp Visual Systems, Inc., Baltimore, MD**, with an estimated award value of \$70,000 per year. Funding will be provided by Physical Facilities, various capital projects, and through the operating budget of the individual schools.

3. **Contracted Services: Evaluation of Magnet School Programs** **Estimated Award Value: \$87,605**
Contract # 4-421-02

A Request for Proposal (RFP) was issued on February 7, 2002 to 43 vendors for the purpose of selecting a consultant to evaluate the Magnet Schools Programs. BCPS received seven responses: three proposals and four no-bids.

The Specifications were designed for a two-part response: Technical Program and Cost Proposals. The technical merit included the evaluation of all programs in terms of curriculum and instruction, admissions criteria, effective use of human and material resources and student outcomes. The cost proposal was considered only from those vendors meeting the criteria for technical merit.

Three consulting firms responded to Baltimore County Public Schools' request for proposal to evaluate the Magnet Schools and Programs. The three firms submitting technical proposals were as follows:

Phale Hale Education Consulting, Inc, Washington DC
 J. Magno & Associates, Inc., Lynnfield, MA
 SchoolMatch, Westerville, OH

A committee representing the Offices of Gifted Education/Magnet Programs and Research and Evaluation evaluated all responses based on the RFP specifications for the technical program. One firm was eliminated for failing to meet the minimum requirements. The two remaining firms were evaluated and scored on the qualifications requested in the technical proposal. As a result of the review of the scores the firms were ranked in the following order:

Phale Hale Education Consulting, Inc, Washington DC
 SchoolMatch, Westerville, OH

Accordingly, BCPS would like to proceed with a contract proposal to **DeJong & Associates, of Dublin, Ohio**, to perform the following tasks:

It is anticipated that the initial scope of this project, based on our most immediate needs, is for assistance from the consultant to assist in reviewing boundary changes. Dejong will focus on the over-capacity of New Town Elementary School and ensuring that New Town High School does not open over-capacity. As boundaries are reviewed the estimated capacity of the proposed Windsor Mill Middle School will be reviewed to determine redistricting options. The current BCPS Boundary Change Policy will be reviewed to ensure sufficient and effective future boundary changes. The estimated cost for this initial phase is \$57,500; which breaks down to \$17,500 for New Town Elementary School boundary and capacity review; \$17,500 for the New Town High School boundary and capacity review; and \$22,500 for the Northwest Area boundary and capacity review for Windsor Mill Middle School.

Specifically, the following will be accomplished:

- Reviewing and analyzing the New Town Elementary School boundary change process in order to determine the causes of why the school opened over capacity.
- Providing technical assistance to the staff of the Baltimore County Public Schools in the 2002-2003 school year during the process of adjusting northwest area high school boundaries as the staff formulates proposed recommendations on school redistricting options for New Town High School that will ensure that the school does not open over capacity.
- Reviewing and analyzing existing school boundaries and demographic data for the schools likely to be affected by the construction of the proposed Windsor Mill Middle School in order to provide recommendations on viable school redistricting options.
- Reviewing the current BCPS Boundary Change Policy and recommending modifications which will eliminate the possibility of future boundary changes resulting in schools opening over capacity and to adapt previously recommended boundary change processes to effectively address large-scale or area-wide redistricting.
- Analyzing current demographics and population trends in the northwest administrative area at the elementary, middle, and high school levels focusing on the disparities between clusters of overcrowded and under-utilized schools and recommending any necessary adjustments of student attendance boundaries in the northwest area.

- Reviewing existing school district boundaries and identify areas in which new school sites and/or capital projects may be needed to accommodate students in the future.

It is anticipated that the scope of the project may expand in the future to require the consultant to determine long-range direction for the BCPS schools in the northwest, southwest, and northeast areas of Baltimore County. The process would involve taking into account the unique boundary and capacity issues in each of the named areas of BCPS. The estimated cost to provide this long-term planning assistance to the Northwest, Southwest, and Northwest Area is estimated at \$75,000 per area.

The following plan would be utilized to accomplish this long-term direction.

- Development of a steering committee comprised of a broad cross section of school and non-school community members to help facilitate the development of the plan.
- Review and build upon previous planning reports and recommendations to update any previously collected data.
- Review the population characteristics, employment patterns, socio-economic information, and housing development to establish a demographic profile.
- Provide a ten-year enrollment projection based upon live birth data, historical enrollment figures, housing development patterns, and other community demographics.
- Review general educational adequacy of facilities, determine optimum capacity of facilities, and note disparities between clusters of overcrowded and under-utilized schools.
- Establish a program profile by summarizing current educational programs, academic achievement, school restructuring efforts, and other relevant program information.

In order to expedite the planning process as well as create the necessary databases for future assessment of these areas the purchase of the GIS software may be necessary in the future since DeJong & Associates uses this technology exclusively in their planning models. The Geographic Information System (GIS) will be used to facilitate the graphical display of current and future student enrollment trends and other practical planning information into geographic areas that are significant. Maps, in a variety of configurations, will be provided to visualize where the demographic and school populations occur. Also displayed will be databases, geographic layers and tables, street

centerlines, parcel layer, housing and occupancy permits, water and other identified factors. If we do not use the GIS software furnished by DeJong & Associates then the total cost for all phases could be reduced by \$105,000 to \$190,000; \$40,000 for the short-term projects and \$150,000 for the long-term projects. However, this would significantly lengthen the time necessary to complete the analysis and planning as well as deny us the future use of any databases that maybe developed through the use of the software.

- GIS will be used as requested to relay information and provide some real time analysis during community and steering committee meetings.
- GIS will be used to create a variety of maps detailing the different options for consideration.
- GIS will be used to present the final report to the administration and other selected organizations.

The funding for the designated projects in the short-term will come from general operating funds for FY 02 from savings generated from a vacant position in the Strategic Planning Office. Funding for the long-term projects for future years will need to be placed in the budget for FY 03 and 04.