

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: July 8, 2003
TO: BOARD OF EDUCATION
FROM: Joe A. Hairston, Superintendent
SUBJECT: Recommendations for Award of Contracts
ORIGINATOR: J. Robert Haines, Deputy Superintendent, Business Services
RESOURCE PERSON(S): Patrick Fannon, Controller; Rick Gay, Purchasing Manager

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.

RLG/caj

Appendix I – Recommendations for Award of Contracts – Board Exhibit

**Recommendations for Award of Contracts
Board Exhibit – July 8, 2003**

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

- 1. Contract:** Contracted Services: Counseling Services For Intensity V Program
Bid #: PCR-228-03

Term: 2 years **Extensions:** 1/one year **Contract Ending Date:** 6/30/06

Estimated annual award Value: \$66,660

Estimated total award value: \$200,000

Bid issued: May 22, 2003

Pre-bid meeting date: May 29, 2003

Due Date: June 11, 2003

No. of vendors issued to: 8

No. of bids received: 1

No. of no-bids received: 1

No. of non-responsive: 0

Description:

"Intensity V" is a twelve-month, early intervention program that includes individual and family therapy, parent training and education, 24-hour crisis intervention, and the development of appropriate behavioral goals. The primary location of services is the White Oak School, with follow up services performed at students' homes.

The program serves ten to twenty high profile, high risk (to themselves and anyone in their vicinity), emotionally overcharged, and inordinately aggressive children. Services include:

- | | |
|--|--|
| Ⓢ Individual/Family Therapy; | Ⓢ Develop behavioral intervention plans; |
| Ⓢ Provide 24-hour crisis intervention as needed; | Ⓢ Provide parent training and education; |
| Ⓢ Provide home visits as required; | Ⓢ Develop appropriate behavioral goals; |

Recommendation:

Award of contract is recommended to:

The Villa Maria Continuum, Cockeysville, MD

Responsible school or office: Office of Special Education

Contact Person: Rosemary Rappa

Funding Source: Operating budget of the Office of Special Education

2. Contract: Contracted Services: Psychological Evaluations
Bid #: 2-270-01

Term: 1-year extension of contract

Contract Ending Date: 6/30/04

Estimated annual award Value: \$175,000

Estimated total award value: \$175,000

Bid issued: March 22, 2001

Pre-bid meeting date: April 5, 2001

Due Date: April 18, 2001

No. of vendors issued to: 14

No. of bids received: 7

No. of no-bids received: 2

No. of non-responsive: 0

Description:

This is the first and only one-year extension of a contract for psychological evaluations. Services are provided in a variety of locations within Baltimore County, including elementary, middle, high, and special schools, with specific job assignments being made on an as-needed basis throughout the school year. Psychologists are either licensed by the Board of Examiners of Psychology or are certified by the Maryland State Department of Education.

Recommendation:

Extensions of contract are recommended to:

Associated Mental Health Specialists, Towson, MD

Calverton Psychological Services, Catonsville, MD

Psychology Consultants, Lutherville, MD

P. J. Coyle, Ed. D., Bel Air, MD

Melinda Stein, Ph. D., Towson, MD

Carol Sutton, Ph. D., Baltimore, MD

Responsible school or office: Office of Psychological Services

Contact Person: Margaret Kidder

Funding Source: Operating budget of the Office of Psychological Services.

3. **Contract:** Contracted Services: Rental of Driver Education Vehicles
Bid #: PCR-231-03

Term: 1 year **Extensions:** None **Contract Ending Date:** 6/30/04
Estimated annual award Value: \$42,840
Estimated total award value: \$42,840

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
No. of non-responsive: N/A

Description:

Fourteen vehicles are required to meet Driver Education requirements for school year 2003-04. These vehicles are typically leased from local dealerships. Increasingly, however, fewer dealerships wish to enter into this program. Following inquiries of local dealerships made by the Office of Alternative Programs, two dealers are identified as willing to continue to lease driver education vehicles to BCPS: Keene Dodge and Bohn Pontiac, both of Baltimore, MD. The rental cost from both dealerships is \$10.00 per day, per vehicle, plus a one-time \$60.00 titling and clean-up fee.

The Driver Education program serves approximately 700 participants, composed of high school students and adults, and is self-funded through fees paid by participants. Two sessions are offered each semester, and an additional session is offered during the summer.

Recommendation:

Award of contracts are recommended to:

Bohn Pontiac, Baltimore, MD
Keene Dodge, Baltimore, MD

Responsible school or office: Office of Alternative Programs

Contact Person: Paul Helm

Funding Source: Self-funded through participants' fees, administered through the Office of Alternative Programs.

4. Contract: Printing: Continuous Forms (computer)
Bid #: JCO-446-03

Term: 120 days **Extensions:** 0 **Contract Ending Date:** 10/30/03
Estimated annual award value: \$29,600
Estimated total award value: \$29,600

Bid issued: May 1, 2003
Pre-bid meeting date: None
Bid due date: May 22, 2003
No. of vendors issued to: 17
No. of bids received: 8
No. of no-bids received: 4
No. of non-responsive: 0

Description:

Award vendors are required to offer pricing for the printing of various continuous (computer) forms used in the Information Management Group (Office of Technology). This group of forms include items such as the Payroll Check Stock, Middle and High School Report Cards, Bus Passes, W-2 Forms, and labels.

Recommendations:

Award of contracts are recommended to:

Formost Graphics Communications, Rockville, MD
Forms Xpress, Inc., Gaithersburg, MD
Intelliprint Solutions, New Cumberland, PA
Maryland Business Forms, Inc., Glyndon, MD
P S Graphics, Inc., Baltimore, MD

Responsible school or office: Office of Information Management Group

Contact Person: Frank Curnoles or Gregory Barlow

Funding Source: The operating budget of the Office of Information Technology

5. Contract: School Musical Instrument Repair Services
Bid #: JCO-419-03

Term: 1 year **Extensions:** None **Contract Ending Date:** 06/30/04
Estimated annual award value: \$50,000
Estimated total award value: \$50,000

Bid issued: February 20, 2003
Pre-bid meeting date: March 3, 2003
Bid due date: March 13, 2003
No. of vendors issued to: 11
No. of bids received: 6
No. of no-bids received: 0
No. of non-responsive: 0

Description:

This contract is the annual price agreement for the repair of musical instruments and the purchase of various materials and supplies (instructional books, accessories, sheet music, reeds, etc.).

Award vendors are required to submit a fixed, hourly rate for the repair services and discount allowance from published list prices for materials and supplies for a period of one year. With this concept, more than one bidder may be awarded a contract, which allows the Office of Music and all schools the ability to use the same contract pricing and immediate access for routine services and supplies.

Recommendations:

Award of contracts are recommended to:

Hess Music, Inc., Manchester, MD
Menchey Music Service, Inc., Hanover, PA
Music & Arts Center, Timonium, MD
Stu's Music Shop, Inc., Westminster, MD
Music Land, Bel Air, MD

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: The operating budget of the Office of Music and the operating budget of the individual schools.

6. Contract: Web Filtering Software
Bid#: PCR-225-03

Term: One time purchase **Extensions:** 0
Estimated annual award Value: \$115,260
Estimated total award value: \$115,260

Bid issued: May 1, 2003
Pre-bid meeting date: May 15, 2003
Due Date: May 28, 2003
No. of vendors issued to: 25
No. of bids received: 10
No. of no-bids received: 1

Description:

BCPS has selected a web filtering software for all BCPS internet connections, both student and employee. The award vendor has an existing system installed in a minimum of three other school districts. It is compatible with Windows 2000 AS and contains no client-side filtering features.

Recommendation:

Award of contract is recommended to:

Summit Network Services, West Chester, PA

Responsible school or office: Information Technology

Contact Person: Gary Schlimme

Funding Source: Operating budget of the Department of
Information Technology

7. **Contract:** Contracted Services: 403(b) Providers
Bid #: PCR-202-03

Term: 5 years **Extensions:** 2/1-year **Contract Ending Date:** December 31, 2009
Estimated annual award Value: \$N/A
Estimated total award value: \$N/A

Bid issued: October 3, 2002
Pre-bid meeting date: October 16, 2002
Due Date: October 30, 2002
No. of vendors issued to: 27
No. of bids received: 16
No. of no-bids received: 0
No. of non-responsive: 1

Description:

Approximately 6,000 employees participate in the 403(b) plan, investing approximately \$24,000,000 annually. The employee participants pay any associated fees connected with a particular plan.

On May 13, 2003, the Board of Education approved the award of contracts to 10 investment firms. Since that time, Met Life has provided additional information through the purchasing process to clarify its initial bid. After evaluation of the additional materials, it was determined that Met Life met the established criteria. Therefore, it is recommended that Met Life be added to list of eligible firms, bringing the total available investment firms to eleven.

Recommendation:

Awards of contract is recommended to:
Met Life, Fairfax, VA

Responsible school or office: Office of Payroll

Contact Person: Ed Dieffenbach

Funding Source: N/A. All monies are employee contributions