

8/12/03

Exhibit **H**

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: August 12, 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 – August 12, 2003

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

- 1. Contract:** Automotive Parts & Supplies Extension
Bid #: 2-274-01

Term: 2-year extension of contract **Contract Ending Date:** 8/31/05 (tentative)
Estimated annual extension award value: \$1,900,000
Estimated total extension award value: \$3,800,000

Bid issued: June 14, 2001
Pre-bid meeting date: June 28, 2001
Due Date: July 11, 2001
No. of vendors issued to: 41
No. of bids received: 16
No. of no-bids received: 3

Description:

This is a two-year extension of contract. The Board of Education approved the initial award of contract in August, 2001. The initial contract was designed to provide a two-year extension of contract upon the request of BCPS.

The bid establishes discounted contract pricing per product manufacturer with multiple vendors for vehicle repair and maintenance parts. Parts are purchased on an as-needed basis. The bid also guarantees that award bidders will accept and offer credit for BCPS' inventory that has been made obsolete as vehicles are removed from service. The value attached to obsolete material is fair market value as agreed to by the award bidder and BCPS. Separate requirements exceeding \$15,000 are contracted through separate bids.

Recommendation:

Award of contract is recommended to:

Atel Bus & Truck Parts, Beltsville, MD
Baltimore Auto Supply Co., Baltimore, MD
Beltway International, Baltimore, MD
Best Battery Co. Inc., Baltimore, MD
CRW Parts Inc., Baltimore, MD
Cummins Radiator Co., Baltimore, MD
Dovell & Williams Inc., Glen Burnie, MD
Fisher Auto Parts, Baltimore, MD
Herman Born & Sons Inc., Baltimore, MD

Hickory International Inc., Bel Air, MD
Keller Truck Equip Inc., Baltimore, MD
Kunkel Service Co Inc., Abingdon, MD
Parts Distributors Inc., Pennsauken, NJ
School Bus Parts Co., Plumsteadville, PA
Stu-Ron Spring Inc., Baltimore, MD
Wareheim Air Brakes, Baltimore, MD

Responsible school or office: Office of Transportation

Contact Person: Wayne Hopkins

Funding Source: The operating budget of Office of Transportation

2. Contract: Consulting Contract for Independent Operational Audit of the Special Education Program
Contract #: RGA-100-04

Term: 8 months **Extension:** 0 **Contract Ending Date:** 3/31/04
Estimated total award value: \$99,500

Description:

The Baltimore County Public Schools requires the assistance of a consultant with a vast experience and unique knowledge to initiate and complete an independent program review of the special education program. The purpose of this independent program review is to ensure that BCPS is implementing the provisions of the special education mandated services to students with disabilities, who are protected under the Federal Law (105-17), the Education of Individuals with Disabilities Act, 1997 (IDEA-97), the Federal Regulations of IDEA-97, and appropriate sections of the laws of the state of Maryland.

Dr. Lou Barber of Lou Barber and Associates, Inc., specializes in educational issues and services related to special education programs. During the period of 1985-2003, his organization has worked with approximately 120 local education agencies (LEAs) in California and Hawaii, and the New York City Schools. Dr. Barber was selected by the District Court in Los Angeles as a Consent Decree Administrator. His responsibilities include providing all consent decree mandated services on behalf of the Federal District Court, and for developing approximately 23 plans which are designed to bring the Los Angeles Unified District into compliance with both federal and state laws and regulations. Dr. Barber is also the Consent Decree Administrator in Mt. Diablo Unified School District in Concord, California.

Barber and Associates will conduct a complete review of all relevant BCPS documents that pertain to special education, including policy and procedural guides, coordinated compliance reviews, Office of Civil Rights documents, and complaints filed with the Maryland State Department of Education. The team led by Dr. Barber will also conduct interviews with key personnel within BCPS, and focus groups with parents and system employees such as staff, teachers, site administrators, and other agency personnel. Dr. Barber will review the system's financial student information documents to determine if the system's special education program costs appear to be reasonable and to determine if the system has maximized its funding in past years from federal and state revenue sources, as well as determine if the system has made appropriate cost containment efforts as compared with several other large school systems. The consulting team will also evaluate management information systems, financial comparisons, and implementation processes as they relate to the delivery of special education.

It has been determined that in accordance with Board of Education Policy and Superintendent's Rule 3215 and 3250, the Office of Purchasing Policy 4002.4, *and under the provisions of Title 13 of the State Procurement Regulations, Section 106 (a) (1) noncompetitive negotiation for certain human, social, or educational services*, that this

procurement does qualify and meets the criteria to be considered a sole-source procurement.

Recommendation:

Award of contract is recommended to:

Lou Barber and Associates, Inc., based upon their proposal of June 11, 2003.

Responsible school or office: Office of Federal and State Programs

Contact Person: Ron Boone

Funding Source: Operating budget

3. Contract: Contracted Services for 2003 PSAT/NMSQT and PSAT/NMSQT Early Participation Program
Contract #: RGA-101-04

Term: 1 year **Extension:** 0 **Contract Ending Date:** 6/30/04
Estimated total award value: \$70,206

Description:

The 2003 PSAT/NMSQT and PSAT/NMSQT Early Participation Program is a BCPS initiative to involve pre-juniors and juniors in preparing and planning for success later in secondary school and in college. The Early Participation Program is an educational initiative by the system to increase opportunities for all students, with particular attention to those underrepresented in college populations. A pre-set level of expected participation determines the local test fees. The expected participation is based on the projected 2003 enrollment figures for the participating classes and the PSAT/NMSQT participation in 2002. The set fee will not change regardless of actual participation numbers.

It has been determined that in accordance with Board of Education Policy and Superintendent's Rule 3215 and 3250, and the Office of Purchasing Policy 4002.4, that this procurement does qualify and meets the criteria to be considered a sole-source procurement. Superintendent's Rule 3209, paragraph 2. (A) requires "All purchases of textbooks, computer software, and other materials are subject to the published procedures, authority, and scrutiny of the Office of Purchasing."

Therefore, it is the opinion of the Office of Purchasing that this contract service qualifies as a sole-source procurement since the PSAT/NMSQT examination, and all items (questions) contained therein, including all copies thereof, all examination materials, and all data including, but not limited to, all individually identifiable information collected under this agreement is at all times exclusively owned by the College Board, who is the exclusive owner of the materials.

Recommendation:

Award of contract is recommended to:

The College Board, Bala Cynwyd, PA

Responsible school or office: Office of Secondary Programs

Contact Person: Dr. Gwendolyn Grant

Funding Source: Operating Budget Secondary Programs

4. **Contract:** Contracted Services for Project F.A.C.E
Contract #: RGA-102-04

Term: 1 year **Extensions:** 4/1-year **Contract Ending Date:** 6/30/08 (tentative)
Estimated annual award value: \$92,160
Estimated total award value: 460,800

Description:

This is the first of five possible one-year renewals for the grant funding for Project F.A.C.E. Project Family Attendance Counseling Encouragement (Project F.A.C.E.) is a program designed to provide coordination and referral for intensive family and/or individual student counseling for students who have not met the state standard of 94% school attendance in targeted middle schools. Under this initiative, the Governor's Office of Crime Control and Prevention (GOCCP) has awarded FY03-04 funds to the Local Management Board (LMB), Contract # LMB 03-03-0006, specifically to support a family attendance counseling and encouragement project designed to address the problem of truancy in seven identified Baltimore County Public Schools: Woodlawn Middle, Old Court Middle, Middle River Middle, Southwest Academy, Lansdowne Middle, Dundalk Middle, and Stemmers Run Middle.

As a group, these schools represent populations with the following characteristics:

- School attendance at or below the county average
- High percentage of children who qualify for free and reduced meals
- High mobility rates
- CTBS scores below the national median

Based on an assessment of needs, intensive family and/or individual student counseling will be provided. These services will help improve student attendance, thus enhancing the possibilities of positive youth development and increasing student achievement. Using an integrated model of service delivery, referrals will be screened, evaluated, processed, and coordinated by the home school Pupil Personnel Worker. In addition, services can be assessed involving a proactive or remedial approach through a variety of sources, e.g., identification by home school Pupil Personnel Worker, referral from Project Attend, in conjunction with the State's Attorney's Attendance Letter or following District Court Disposition.

The LMB has awarded Baltimore County Public Schools a grant to provide services to support 240 students and their families (for FY 2004). Baltimore County Public Schools will oversee the expenditure of the grant monies for eligible expenses incurred by the Youth Service Bureaus (YSB) in the performance of its responsibilities. The three Youth Service Bureaus, First Step, Lighthouse INC., and Dundalk Youth Service Center, will partner with the Baltimore County Public Schools and provide contracted services in the proposed project. The Youth Service Bureaus involved in this project are private, non-profit organizations governed by a volunteer board of directors with a professional staff,

which provides the assessment and evaluates the need of each client to determine the service and program to help the individual. As a result of this assessment, an individual treatment plan is developed. All clinical staff are licensed and certified in their professional fields and by the state of Maryland.

Project F.A.C.E. services will be delivered within a ten-week time frame with two additional follow-up sessions. The YSB will deliver services in a flexible manner, tailoring specific interventions to families' needs, strengths, values, and resources. The services to be provided will include, but not be limited to, the following:

- Providing individual, family, or group counseling
- Providing parent education classes
- Providing links to community services
- Providing links to appropriate follow-up services

Funding, in the total amount not to exceed \$92,160 during the entire term of this agreement, comes from a grant funded by the GOCCP and awarded in FY03-04.

Baltimore County Public Schools shall participate in quality assurance and outcome evaluation activities as designated by the LMB and the GOCCP. Activities will include, but are not limited to, group meetings, site visitations, and peer review of policies and procedures. A Family Satisfaction Survey shall be distributed to all families served, along with a stamped envelope addressed to the Project F.A.C.E. liaison to evaluate the program.

The Office of Pupil Personnel Services of Baltimore County Public Schools has developed many interagency partnerships to address the issue of student truancy. By implementing intensive family/student counseling services for truancy, the current interagency collaborations will be further enhanced.

Recommendation:

Award of contract extension is recommended to the following firms based upon their *regular hourly rate* for a worker on site.

First Step, Baltimore, MD
Lighthouse INC, Catonsville, MD
Dundalk Youth Service Center, Dundalk, MD

Responsible school or office: The Office of Pupil Personnel Services

Contact Person: Jean Satterfield

Funding Source: Grant Funding

5. Contract: Contracted Services: *On-Call* Microbial Remediation and Cleaning of Air Conveyance Systems

Bid #: JMI-603-04

Term: 3 years **Extension:** 0 **Contract Ending Date:** 6/30/06 (tentative)

Estimated annual award Value: \$100,000

Estimated total award value: \$300,000

Bid issued: June 19, 2003

Pre-bid meeting date: June 26, 2003

Due Date: July 17, 2003

No. of vendors issued to: 12

No. of bids received: 5

No. of no-bids received: 0

Description:

Contracted Services: *On-Call* Microbial Remediation and Cleaning of Air Conveyance Systems with *Not-to-Exceed* Quotes

The Division of Physical Facilities, Office of Environmental Services, requested the Office of Purchasing to issue the following solicitation. The following contract is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system and are pending allocation of funds.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to provide cleaning of components of air conveyance systems on an *as-needed* basis. It is the intent of BCPS to have contractors *on-call* to clean air handling units (AHUs), supply and return ducts, unit ventilators, exhaust systems, grills, louvers, condensate pans, etc. The work may also include disinfecting the systems and removing/replacing/repairing linings in the systems. The systems include centralized, ducted AHUs, and stand-alone unit ventilator systems. The cleaning and disinfecting may occur at any part of the AHU within the buildings. Based upon the previous needs of the Office of Maintenance for these types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to multiple contractors for this solicitation. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Time and material jobs will be performed by the primary award contractor. If, for any reason, the primary award contractor is unable to perform the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list. For the following contract, if a larger project with a definable scope has been identified, all of the award bidders will be asked to provide a *not-to-exceed* quote. All of the award bidders will be provided with the scope of the

project and will be asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the *time-and-material* scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors. Specifications were developed in conjunction with the Office of Maintenance staff and contractors.

Recommendation:

Award of contract is recommended to the following firms based upon the regular hourly rate for each worker on site working. This rate includes all supervision for services at the site, plant, labor, materials, supplies, equipment, and other facilities necessary and proper to properly provide for the cleaning of components of air conveyance systems.

Primary	Barco Enterprises, Inc., White Marsh, MD
Secondary	Interior Maintenance Co., Inc., Lansdowne, PA
Tertiary	Duct & Vent Cleaning of America, Inc., Laurel, MD

Responsible school or office: Office of Maintenance, Office of Environmental Services, Office of Operations, and Office of Engineering and Construction

Contact Person: Bob Merrey and Reginald Ringgold

Funding Source: Operating budget, Physical Facilities, aging school funds, and capital projects

6. **Contract:** Contracted Services: *On-Call* Post Construction Cleaning, Custodial, Housekeeping and Floor Waxing Services
Bid #: RHA-304-04

Term: 5 years **Extension:** 0 **Contract Ending Date:** 8/31/08 (tentative)
Estimated annual award Value: \$50,000
Estimated total award value: \$250,000

Bid issued: June 12, 2003
Pre-bid meeting date: June 26, 2003
Due Date: July 8, 2003
No. of vendors issued to: 17
No. of bids received: 8
No. of no-bids received: 2

Description:

Contracted Services: *On-Call* Post Construction Cleaning, Custodial, Housekeeping, and Floor Waxing Services with *Not-to-Exceed* Quotes

The Division of Physical Facilities, Office of Maintenance, requested the Office of Purchasing to issue the following solicitation. The following contract is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system and are pending allocation of funds.

The Office of Maintenance intends to have pre-qualified contractors with the appropriate insurance, training, and certification to do post-construction cleaning, custodial, housekeeping, and floor waxing services on an *as-needed* basis. It is the intent of BCPS to have contractors *on-call* to clean up the schools in order to accept students and staff in an expedient manner. Depending upon the type of construction taking place within the schools, often times the completion of the work and the start of classes is a very short period of time. These companies have the personnel to dispatch to a site and initiate an immediate clean up to accommodate the opening of the school for classes. Often times these services are done in conjunction with the BCPS custodial staff based at that site. Based upon the previous needs of the Office of Maintenance for these types of services, availability of the contractors when called upon to do work, and the urgency to have the work done within a specified timeframe, the award of contract may be made to multiple contractors for this solicitation. All work under this contract will be done either on a *time-and-material* or by a *not-to-exceed* quote basis.

Time and material jobs will be done by the primary award contractor. If, for any reason, the primary award contractor is unable to do the work within the timeframe of the Office of Maintenance, the next ranked contractor will be asked to do the work, and so on throughout the list. For the following contract, if a larger project with a definable scope has been identified, all of the award bidders will be asked to provide a *not-to-exceed* quote. All of the award bidders will be provided with the scope of the project and will be

asked to include all materials and labor required to properly complete the project by a specified date. Since all the award bidders are offering a competitive price, the cost is usually substantially less than utilizing the *time-and-material* scenario. However, this quote process still guarantees that all work is to be done by pre-qualified contractors. Specifications were developed in conjunction with the Office of Maintenance staff and contractors.

Recommendation:

Award of contract is recommended to the following firms based upon the regular hourly rate for each worker on site working

Primary	Colossal Contractors, Inc., Silver Spring, MD
Secondary	Servicemaster Clean, Abingdon, MD
Tertiary	Kaleidoscope Cleaning Company, Inc., Westminster MD
Fourth	Multicorp, Westminster, MD
Fifth	Acorn Building Services, Spencerville, MD

Responsible school or office: Office of Maintenance, Office of Operations, and Office of Engineering and Construction

Contact Person: Cornell Brown and Dennis Elkins

Funding Source: Operating budget, Physical Facilities, aging school funds, and capital projects

7. Contract: Contracted Services: *On-Call* Removal and Disposal of Underground Storage Tanks Extension
Bid #: 5-517-01

Term: 1-year extension of contract
Estimated annual award value: \$450,000

Contract Ending Date: 9/30/04

Bid issued: August 24, 2000
Pre-bid meeting date: September 6, 2000
Due Date: September 21, 2000
No. of vendors issued to: 17
No. of bids received: 13
No. of rejected bids received: 3
No. of no-bids received: 4

Description:

Contracted Services: *On-Call* removal and disposal of underground storage tanks.

The following contract extension is an indefinite-quantity contract, as the services intended for purchase are based upon future needs of the system.

Based on the Total Base Bid dollar amount, the award contractors have submitted the required paperwork, maintain the necessary equipment, have successfully completed contracts with BCPS, and have established previous work experience in the field of underground storage tanks and related areas.

The original contracts were approved by the Board on November 6, 2000.

Recommendation:

Extension of award of contract is recommended to:

Primary Award	Donald Excavating, Inc., Rosedale, MD
Secondary Award	Maryland PumpTank & Electric Co. Inc., Balto., MD
Tertiary Award	C. W. Over & Sons, Inc., Aberdeen, MD

Responsible school or office: Office of Engineering and Construction

Contact Person: Richard Cassell

Funding Source: Operating budget, aging school funds, grants, and capital projects.

8. Contract: Contracted Services: Temporary Employees
Bid #: JCO-403-04

Term: 1 Year **Extensions:** 4/1-year **Contract Ending Date:** 8/30/08 (tentative)
Estimated annual award value: \$450,000
Estimated total award value: \$2,250,000

Bid issued: June 12, 2003
Pre-bid meeting date: June 23, 2003
Bid due date: July 3, 2003
No. of vendors issued to: 36
No. of bids received: 12
No. of no-bids received: 0

Description:

A multi-year bid was issued for temporary personnel services for accounting, bookkeeping, and other finance and budget related types of positions. The services may be used to fill temporary vacancies, seasonal requirements for additional staffing due to high workloads, and contractually funded positions of a non-permanent nature.

The bid specification requested hourly-rate pricing for four levels of positions from entry/clerical level finance and accounting staff. The contract may be used by any school or office.

This is a price agreement, and the authorization to provide services shall be based on the needs of the various schools and offices. The award of contract is to multiple vendors who met minimum requirements based on the bid specifications.

Recommendations:

Award of contract is recommended to:

Creative Financial Staffing, Bethesda, MD
Kforce, Inc., Baltimore, MD
Professional Employment, Inc., Owings Mills, MD
Spherion Professional Recruiting Group, Baltimore, MD

Responsible school or office: Office of Purchasing

Contact Person: June Coleman

Funding Source: The operating budget of the Office/School requesting services

9. **Contract:** Contracted Service: Web-Based Courses
RFP #: JCO-405-04

Term: 3 year **Extension:** 0 **Contract Ending Date:** 8/31/06 (tentative)
Estimated annual award value: \$72,000
Estimated total award value: \$216,000

Bid issued: June 19, 2003
Pre-bid meeting date: June 30, 2003
Bid due date: July 10, 2003
No. of vendors issued to: 20
No. of bids received: 1
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A multi-year request for proposal was issued for web-based (on-line) courses covering topics to include multicultural education, gifted and talented education, special education, human relations, and student diversity for teachers and administrators.

The objective of the specifications was for bidders to submit pricing based on the criteria provided by the Office of Equity and Assurance. The criteria includes a minimum of five courses, the development of a new multicultural course, instructor training, and support services.

Recommendations:

Award of contract is recommended to:

CaseNEX, LLC, Charlottesville, VA

Responsible school or office: Office of Equity and Assurance

Contact Person: Barbara Dezmon

Funding Source: Operating budget of Office of Equity and Assurance

10. Contract: Contracted Service: Well Water Treatment, Inspection, and Sampling Extension
Bid #: 5-519-01

Term: 1-yr extension **Extension:** 1/1-yr remaining **Contract Ending Date:** 06/30/05 (tentative)

Estimated annual award value: \$49,000
Estimated total award value: \$98,000

Bid issued: May 10, 2001
Pre-bid meeting date: May 23, 2001
Bid due date: June 7, 2001
No. of vendors issued to: 15
No. of bids received: 2
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A multi-year bid was issued to provide firm-fixed pricing for the treatment, inspection, and sampling of drinking water at schools that are supplied by one or more domestic well water systems. This contract was approved by the Board of Education on July 10, 2001.

Each of the nine schools supplied by domestic water wells are tested on a weekly basis by BCPS personnel twice each week, and personnel from the award bidder three times each week. This service is provided year-round. The well systems are inspected for proper function, and chemical levels are inspected and additional chemicals are added if necessary. The pH and chlorine levels of the water exiting the system are tested to ensure the proper amount of chemicals. Adjustments to the chemical levels are made on the spot if necessary. The award bidder, in conjunction with BCPS personnel, prepares reports for the Maryland Department of the Environment. Water quality at well-supplied schools must be tested on a daily basis to comply with requirements of the Maryland Department of the Environment, Public Drinking Water Program.

Recommendations:

Award of contract extension is recommended to:

R & Technologies, Aberdeen, MD

Responsible school or office: Office of Construction and Engineering

Contact Person: Richard Cassell

Funding Source: The operating budget of the Office of Maintenance/Operations

11. Contract: Contracted Service: Wellness Centers
RFP #: JCO-445-03

Term: 3 years **Extension:** 0 **Contract Ending Date:** 08/31/06 (tentative)
Estimated annual award value: \$81,200
Estimated total award value: \$243,600

Bid issued: May 1, 2003
Pre-bid meeting date: May 8, 2003
Bid due date: May 15, 2003
No. of vendors issued to: 6
No. of bids received: 1
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A multi-year bid was issued for an agency to provide health and health-related services in four Baltimore County-based Wellness Centers: Lansdowne Middle, Lansdowne High, Riverview Elementary, and Winfield Elementary.

The agencies are required to provide on-site health services such as general primary health care, treatment of acute illness and injuries, health education, diagnosis and treatment of acute and chronic illness, referral services, and the management of children who have chronic health problems and special health care needs. A variety of additional services are also offered: management assistance, licensed nurse practitioners, physician consultation, and other professional health service including, but not limited to, dentistry, medicine, and social services. The program is coordinated through BCPS' Office of Health Services, with program oversight by the Baltimore County Health Department.

Recommendations:

Award of contract is recommended to:

University of Maryland, Baltimore, Baltimore, MD

Responsible school or office: Office of Health Services

Contact Person: Michele Prumo

Funding Source: Third Party Billing Program

12. Contract: Database Reporting Tool Software Application
Contract #: JMI-614-04
(U.S. General Services Administration—GS-35F-0354J)

Term: Annual beginning 12 August 2003 **Extension:** N/A **Contract Ending Date:** N/A
Estimated total award value: \$250,072
Renewed annually for: \$33,418 plus up to 5% after year two

Description:

BCPS requires a centralized software application to significantly enhance data warehouse reporting capabilities and interface with TestTrax (software that allows tracking, analysis, and reporting of standardized test scores). Under Section 5-112, Paragraph (3) of the Education Article of the Annotated Code of Maryland, and stipulated through the Federal Property and Administrative Services Act, amended Section 211 of the E-Government Act of 2002 (Pub. L. 107-347), BCPS requests approval to procure from the GSA Federal Supply Schedule (Schedule 70), Cognos Business Intelligence (BI) Series 7 Platform, web-based reporting solution software. COGNOS is on the Schedule 70 under Special Item

No. 132-33 Perpetual Software Licenses, FSC Class 7030 - Information Technology Software, Microcomputers Application Software; Special Item No. 132-34 Maintenance of Software; Special Item No. 132-50 Training Courses for Information Technology Equipment and Software; and Special Item No. 132-51 Information Technology Professional Services.

Perpetual license fee for above named software shall not exceed \$230,000 (fee includes first year support services) based on our final contract negotiations. Annual maintenance support fee will be 15 percent of the license fee or \$33,418, plus it may increase by five percent annually after year two.

Additionally, BCPS shall purchase 104 education/consulting training coupons from Cognos for a quoted fee not to exceed \$20,072.

Recommendation:

Award of contract is recommended to the following firm:

Cognos Corporation, Burlington, MA

Responsible school or office: Office of Technology

Contact Person: Greg Barlow

Funding Source: Operating Budget of Information Technology

13. Contract: Equipment Contract: Gym Equipment for New Town High School
Bid #: RHA-311-04

Term: 2 years **Extensions:** 1/1-yr **Contract Ending Date:** July 31, 2006 (tentative)
Estimated annual award Value: \$100,000
Estimated total award value: \$300,000

Bid issued: July 17, 2003
Pre-bid meeting date: None
Due Date: July 31, 2003
No. of vendors issued to: 6
No. of bids received: 6
No. of no-bids received: 0
No. of non-responsive: 1

Description:

A multi-year bid was issued to provide physical fitness workout equipment, related equipment, and installation services at New Town High School and for other schools (on an *as-needed* basis).

The equipment will be priced by a percentage off the manufacturer's catalog for the specified manufacturer and type of equipment identified. Delivery charges have been established to not exceed 7.5 percent of the total cost of the equipment being ordered, and installation of the equipment will be by the hourly rate specified by the bidders in their proposal.

Recommendation:

Award of contract is recommended to the following companies:

Fitness Equipment solutions, Belcamp, MD
Fitness Resources, Arnold, MD
Innovative Fitness Systems, Bowie, MD
Sourcelinq, LLC, Ft. Lauderdale, FL
York Barbell/Total Fitness, Timonium, MD

Responsible school or office: Office of Physical Education

Contact Person: Sarajane Quinn

Funding Source: The capital projects budget

14. Contract: Food Service: Serving Line for Dundalk Elementary
Bid #: JCO-404-04

Term: 120 days **Extension:** 0
Estimated total award value: \$19,187

Contract Ending Date: 12/31/03

Bid issued: June 19, 2003
Pre-bid meeting date: June 30, 2003
Bid due date: July 10, 2003
No. of vendors issued to: 35
No. of bids received: 5
No. of no-bids received: 1
No. of non-responsive: 0

Description:

A bid was issued for the purchase and delivery of a serving line for the cafeteria of Dundalk Elementary School. The award bidder is responsible for the delivery, uncrating, and setting in place of the serving line. A private contractor will complete the installation. Delivery is expected 45 days after receipt of the purchase order document.

Recommendation:

Award of contract is recommended to:

DePalo & Sons, Inc., Baltimore, MD

Responsible school or office: Office of Food and Nutrition Services

Contact Person: Karen Levenstein and Dave Patterson

Funding Source: The operating budget of the Office of Food and Nutrition Services

15. Contract: Handwriting Materials
Bid #: JCO-402-04

Term: 1 year **Extension:** 0
Estimated total award value: \$45,000

Contract Ending Date: 07/31/04

Bid issued: June 12, 2003
Pre-bid meeting date: None
Bid due date: June 26, 2003
No. of vendors issued to: 11
No. of bids received: 1
No. of no-bids received: 3
No. of non-responsive: 0

Description:

A bid was issued for the purchase and delivery of Handwriting Materials (Writing Journals and Big Books, Practice Materials, and Alphabet Models) for all elementary schools. The material may be ordered on an as-needed basis for direct delivery to the schools.

Recommendations:

Award of contract is recommended to:

Zaner-Bloser, Inc., Columbus, OH

Responsible school or office: Office of Elementary Programs

Contact Person: Kathleen McMahan

Funding Source: The operating budget of the individual schools.

16. Contract: Interpreter For Deaf and Hard of Hearing Extension
Bid #: 2-255-01

Term: 1-year extension
Estimated extension total award value: \$500,000

Contract Ending Date: 6/30/04

Bid issued: November 30, 2000
Pre-bid meeting date: December 14, 2000
Due Date: January 10, 2001
No. of vendors issued to: 4
No. of bids received: 2
No. of no-bids received: 0

Description:

This is a request for a one-year extension of contract. The Board of Education approved the initial award of contract in February, 2001, and a one-year extension in May, 2002. The bid was designed to provide two one-year extensions of contract upon the request of BCPS.

BCPS provides interpreting services in a variety of locations throughout the county, including elementary, middle, and high schools, special schools, and occasionally home visits, relative to students' educational progress. Services are required in the classroom and for after-school activities. BCPS is also required to provide interpreting services for parents (and a teacher) who are deaf or hard of hearing at school-related activities, such as Back-To-School nights, professional conferences, team meetings, PTA meetings, and IEP meetings. Interpreting services include Cued Speech, which is a system of symbols to aid in lipreading, and with this system interpreters are called transliterators. Another interpreting service is sign language, which is a system of manual signs representing words and phrases.

Recommendation:

Award of contract is recommended to:

Hearing and Speech Agency, Baltimore, MD
Birnbaum Interpreting, Silver Spring, MD

Responsible school or office: Office of Special Education

Contact Person: Diane Perkins

Funding Source: The operating budget of Office of Special Education

17. **Contract:** Music Instruments
Bid #: JCO-401-04

Term: 6 months **Extensions:** 0
Estimated total award value: \$70,000

Contract Ending Date: 02/28/04

Bid issued: June 12, 2003
Pre-bid meeting date: None
Bid due date: June 26, 2003
No. of vendors issued to: 27
No. of bids received: 7
No. of no-bids received: 0
No. of non-responsive: 0

Description:

A bid was issued for the purchase and delivery of music instruments for all schools. The bidders were requested to provide firm-fixed pricing to include shipping for the term of the contract. Instruments will be ordered by the Office of Music for the various schools.

Recommendations:

Award of contract is recommended to:

Brook Mays Music Company, Dallas, TX
Interstate Music Supply, New Berlin, WI
Nick Rail Music, Santa Barbara, CA
Stu's Music Shop, Inc., Westminster, MD
Washington Music Center, Inc., Wheaton, MD
West Manor Music, Bronx, NY

Responsible school or office: Office of Music

Contact Person: Jamie Tucker

Funding Source: The operating budget of the Office of Music.

18. Contract: Various Office Equipment Extension
Bid #: 2-273-01

Term: 2-year extension of contract **Contract Ending Date:** 8/31/05 (tentative)
Estimated annual extension award value: \$25,000
Estimated total extension award value: \$50,000

Bid issued: June 14, 2001
Pre-bid meeting date: June 28, 2001
Due Date: July 11, 2001
No. of vendors issued to: 15
No. of bids received: 7
No. of no-bids received: 10

Description:

This is a two-year extension of contract. The Board of Education approved the initial award of contract in August, 2001. The bid was designed to provide a two-year extension of contract upon the request of BCPS.

The bid supports the purchase of 16 types of equipment, and will allow the schools/offices to choose the specific equipment best suited to their needs.

Recommendation:

Award of contract is recommended to:

Copy Duplicators

Advance Business Systems, Cockeysville, MD
Duplicator Sales, Inc., Towson, MD
CNE Ricoh, Baltimore, MD
John Enoch, Inc., Baltimore, MD

Dictation Equipment

Rudolph Information Systems, Inc., Baltimore, MD
John Enoch, Inc., Baltimore, MD

Calculators

John Enoch, Inc., Baltimore, MD
Rudolph Information Systems, Inc., Baltimore, MD

Typewriters

Rudolph Information Systems, Inc., Baltimore, MD
Innovative Copy Products, Inc., Glen Burnie, MD

Responsible school or office: Office of Purchasing
Contact Person: Paul Cramer
Funding Source: Operating budgets of individual schools and offices

19. Contract: Voluntary Long-Term Disability Extension
Bid #: 2-251-01

Term: 2-year extension of contract **Contract Ending Date:** 8/31/05 (tentative)
Estimated total award value: 100% employee funded

Bid issued: August 24, 2000
Pre-bid meeting date: September 6, 2000
Due Date: September 21, 2000
No. of vendors issued to: 6
No. of bids received: 2
No. of no-bids received: 0

Description:

This is a two-year extension of contract. The Board of Education approved the initial award of contract in November, 2000. The bid was designed to provide a two-year extension of contract upon the request of BCPS.

Fortis has been in business for over 40 years as a niche carrier, providing only disability, life, and dental insurance. Its structure of benefits provides active claims management. Benefits include a 24-month work incentive benefit, comprehensive day care that covers all dependents, an occupational test that is satisfied when a claimant cannot perform only one duty of his/her occupation, and full enrollment support.

Recommendation:

Award of contract is recommended to:

Fortis Benefits Insurance Co., Annapolis, MD

Responsible school or office: Office of Benefits

Contact Person: Kathleen Harmon

Funding Source: Employee funded

20. Contract: Contracted Services: Employee Assistance Program (EAP) and Managed Mental Health (MMH) Services

Term: 5 year Extension: 1/1-year **Contract Ending Date:** 8/31/09 (tentative)
Estimated annual award value: \$433,000
Estimated total award value: \$2,598,000
Estimated savings to Board: \$309,000 (first year only)

Bid issued: January 15, 2003
Joint bid with Baltimore County government
Pre-bid meeting date: February 13, 2003
Due Date: February 27, 2003
No. of bids received: 8

Description:

The current BCPS contract with APS Healthcare for EAP services will expire on August 31, 2003. The county and BCPS requested a proposal for MMH services as a part of a combined bid for services. BCPS contracts with CareFirst BCBS for MMH services and these services are subcontracted to Magellan Health Services.

Services to be provided include:

- Provision of an assessment and short-term counseling model EAP with a maximum of 8-10 counseling sessions per incident per year per employee or eligible dependent
- Management of Mental Health and Substance Abuse treatment for active employees and non-Medicare retirees in the CareFirst BCBS medical plans
- Provision and ongoing oversight of both EAP and MMH provider networks with industry standard access
- Provide dedicated account management to include counseling services and management consultations
- Orientation meetings for supervisors, new employees, and other groups of employees as requested by the BCPS Human Resources Division.

Goals of joint bid:

- Provide better program for our employees. The combined contract improves the transition from EAP to MMH care for employees. Network providers participate in both plans making treatment more accessible and less disruption to patient and their family members.
- No benefit changes. No changes were made to plan design or benefits. We will continue to maintain our internal EAP contact, Carl Hickey.
- Save resources. By entering into a joint contract, we were able to negotiate more favorable rates and an extended rate guarantee.

Recommendation:

Award of contract is recommended to:

ComPsych Corporation, Chicago, IL

Responsible school or office:

Office of Employee Benefits

Contact Person:

Kathleen J. Harmon

Funding Source:

Fixed Charges budget of the Office of
Employee Benefits and Retirement

21. Contract: Contracted Services: Health Maintenance Organization (HMO) Services

Term: 5 year Extension: 1/1-year **Contract Ending Date:** 8/31/09 (tentative)
Estimated annual award value: \$3,514,536
Estimated total award value: \$21,087,216
Projected based upon rates in first year

Bid issued: September 12, 2002
Joint bid with Baltimore County government
Pre-bid meeting date: September 26, 2002
Due Date: October 16, 2002
No. of bids received: 7

Description:

The current BCPS contract with Kaiser Permanente and Keystone Health Plan for Medical benefits will expire on August 31, 2003. The county and BCPS requested a proposal for HMO services as part of a combined bid for services.

Services to be provided include:

- Management of all healthcare for active employees and non-Medicare retirees in the HMO plans
- Provision and ongoing oversight of the provider networks with industry standard access
- Provide dedicated account management to include counseling services and management consultations

Goals of joint bid:

- Provide best HMO program for our employees in each market
- Maintain choice HMO or MPOS in each marketplace
- No benefit changes. No changes were made to plan design or benefits

Recommendation:

Award of contract is recommended to:

Kaiser Permanente, Rockville, MD – Maryland employees
Keystone Health Plan, Camp Hill PA -- Pennsylvania employees

Responsible school or office: Office of Employee Benefits

Contact Person: Kathleen J. Harmon

Funding Source: Fixed Charges budget of the Office of Employee Benefits and Retirement