

BALTIMORE COUNTY PUBLIC SCHOOLS

DATE: October 21, 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 – October 21, 2003**

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

- 1. Contract:** Early Intervention Services
Contract #: PCR-229-04

Term: 2 years **Extensions:** 2/1-year **Contract Ending Date:** 10/20/07 (tentative)
Estimated annual award Value: \$150,000
Estimated total award value: \$600,000

Bid issued: August 7, 2003
Pre-bid meeting date: August 21, 2003
Due Date: September 3, 2003
No. of vendors issued to: 22
No. of bids received: 7
No. of no-bids received: 0

Description:

This solicitation sought providers of speech pathology, occupational and physical therapies, and physical instruction for the Office of Infants and Toddlers.

The federal and state mandate of a year-round (12 months per year) and multi-agency Infants and Toddlers Program provides early intervention services to children from birth through 36 months of age who have developmental disabilities, delays, or special health needs, and to their families. Services include special instruction, speech-language pathology, occupational therapy, physical therapy, social work, psychology, nursing, audiology, and service coordination. The services are provided in typical settings, such as the home or day-care, for children of this age group. The ITP goal is to support the family within the community as they facilitate their child's learning and development.

The number of children with active service plans on 12/1/2002 was 825. The number of children with active service plans between 12/1/2001 and 12/1/2002 was 1,346. The number of children referred between 12/1/2001 and 12/1/2002 was 1,606.

The recommended vendors for physical therapy, occupational therapy, and speech-language pathology are Maryland Therapy Network, Hearing & Speech Agency, and Keystone Service System. PACT is also recommended as a limited vendor for children enrolled in the PACT medically fragile day care. These vendors will only be utilized for children not eligible for Medicaid, and when caseloads of public agency staff are full.

The recommended vendor for special instruction is Abilities Network. This vendor will only be utilized when caseloads of public agency staff are full.

Recommendation:

Awards of contract are recommended to:

Hearing and Speech Agency of Metropolitan Baltimore, Inc., Baltimore, MD
Keystone Services Systems, Inc., Harrisburg, PA
Maryland Therapy Network, Inc., Bel Air, MD
PACT, Inc., Baltimore, MD
Abilities Network, Inc., Towson, MD

Responsible school or office: Office of Infants and Toddlers

Contact Person: Tom Stengel

Funding Source: Office of Infants and Toddlers Program grants

2. Contract: Grant Development Consultant FY 2004 USDE Magnet School Assistance Program
Contract #: RGA-103-04

Term: 5 months **Extension:** 0 **Contract Ending Date:** March, 2004
Estimated annual award Value: \$59,971
Estimated total award value: \$59,971

Bid issued: September 10, 2003
Pre-bid meeting date: NA
Due Date: October 2, 2003
No. of vendors issued to: NA
No. of bids received: 3
No. of no-bids received: 0

Description:

The Baltimore County Public Schools require a consultant to assist with the preparation of a grant application for the forthcoming FY 2004 Magnet School Assistance Program (MSAP) to be offered by the U.S. Department of Education (application availability is expected in November, 2003, with a due date between January and March, 2004). Three responses were received, of which two did not have the requisite experience.

The qualifications specified 5-7 years of recent experience in developing, writing, and budgeting federal and state grant proposals, an extensive knowledge of MSAP, and a record of success in assisting districts to secure highly competitive MSAP funding. The specifications also called for a thorough knowledge of *No Child Left Behind*, as well as effective communication, research, data analysis, writing, and presentation skills.

Metis Associates, Inc., an educational research and consulting firm established in 1977, is well qualified to support BCPS in the development of a highly competitive grant application for submission to the U.S. Department of Education's Magnet Schools' Assistance Program. Over the past three rounds of competition, Metis prepared and submitted ten Magnet Schools' Assistance Program proposals, all of which were approved for funding for one or more three-year funding cycles. Total revenues on these grants exceeded \$47 million for elementary, middle, and secondary magnet programs.

For the purposes of assisting BCPS in preparing a successful MSAP application, these activities will include: working closely with BCPS staff to envision and write a successful program; identifying needed data and information; developing and adhering to a detailed work schedule; identifying key stakeholders and partners important to a successful program; participating in meetings with parents, community members, and school personnel to assist in providing information regarding the value of the program and its impact on student achievement; and preparing drafts and final documents that meet all technical requirements within required deadlines.

It is anticipated that BCPS will select four schools for grant-funded magnet program development, with an estimated requested funding amount of \$2.5 million per year for a three-year funding cycle beginning in FY 2004-05.

Recommendation:

Award of the contract is recommended to:

Metis Associates, New York, NY, based upon their proposal of September 30, 2003

Responsible school or office: Office of Gifted and Talented, Magnet Programs

Contact Person: Phyllis Bailey

Funding source: Operating budget of Magnet Programs
operating budget

3. Contract: Curriculum Software Management Performance Series—
Scantron, Extension
Contract #: JNI-727-01

Term: 5/one-year extensions of contract **Contract Ending Date:** 6/30/08 (tentative)
Estimated annual award value: \$56,000
Estimated total award value: \$280,000

Bid issued: April 5, 2001
Pre-bid meeting date: May 1, 2001
Due Date: May 14, 2001
No. of vendors issued to: 5
No. of bids received: 5
No. of no-bids received: 0

Description:

On October 22, 2002, the Board of Education approved the purchase of a software package from Scantron Corporation, 110 West A Street, Suite 100, San Diego, CA 92101. The software package compares the alignment of the BCPS' core curriculum with the Maryland State Department of Education's performance standards. The BCPS' Offices of Assessments, Research, and Testing, Secondary, and Elementary Programs would like to continue this assessment program.

The program specifically assesses student performance relative to the standards established by BCPS and MSDE in the reading levels for selected students in grades four and seven. Scores are available on an individual student basis, which allows BCPS to comply with the *No Child Left Behind* federal legislation. The information obtained from these assessments provides guidance for teachers and administrators as to the strengths and weaknesses of students and curriculum. Individual students and curriculum areas that need additional emphasis are then highlighted for specific improvement plans.

This purchase allowed for the expansion to additional students and teacher training and for five one-year extensions.

Recommendation:

Award of contract is recommended to:

Scantron Corporation, San Diego, CA

Responsible school or office: Accountability, Research, and Testing

Contact Person: Dr. Jerry Dalton

Funding Source: Operating budget of Office of
Accountability, Research, and Testing

4. Contract: Latitude Communications MeetingPlace Software
Contract #: RGA-108-04

Term: 1 year **Extensions:** 2/1-yr **Contract Ending Date:** 06/06 (tentative)
Estimated annual award value: \$57,964
Estimated annual maintenance fee: \$23,221
Estimated total award value: \$104,406

Bid issued: Contract established 06/01
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:

In June, 2001, BCPS purchased from Latitude Communications their MeetingPlace software to replace an obsolete system used to provide course work to students who are homebound. The MeetingPlace system uses 48 phone lines and serves approximately 1,600 students each year. Latitude Communications makes a voice and data conferencing system that helps BCPS conduct virtual classes. The MeetingPlace product includes hardware components and software applications, utilizes companies' existing data and voice network equipment to link students and teachers, and provides shared access to documents and other classroom content. The system also automates class scheduling and recording, and other operations. Latitude provides support services such as implementation and integration.

MeetingPlace is a fully integrated voice and web conferencing solution that is implemented *On-Net*--behind the BCPS firewall and on our internal voice and data networks. MeetingPlace leads the industry in integrating conferencing systems with standard enterprise calendaring applications and directory services.

Recommendation:

Award of contract is recommended to:

Latitude Communications, Santa Clara, CA

Responsible school or office: Office of Home and Hospital

Contact Person: Vicki Ciula

Funding Source: Operating budget of the Office of Technology

5. **Contract:** STARLAB Portable Planetarium
Contract #: RGA-109-04

Term: One time buy **Extension:** 0 **Contract Ending Date:** NA
Estimated annual award Value: \$35,540
Estimated total award value: \$35,540

Quote/Bid/Proposal issued: October 3, 2003
Pre-bid meeting date: NA
Due Date: October 3, 2003
No. of vendors issued to: 2
No. of Quotes/Bids/Proposals received: 2
No. of no-bids received: 0

Description:

The Office of Purchasing is seeking Board approval to purchase two STARLAB portable planetariums (\$17,770 each unit) for the Science Curricular Office. It is an inflatable dome capable of accommodating up to 35 students or 25 adults. Inside the dome, a cylinder projector is not only able to show the night sky devoid of any light pollution, it can take students on a journey from the South Pole, to the Equator, and on to the North Pole. Students can see the sky as it looks right now in Maryland, as well as at the far end of the Australian outback. Students can observe their whole galaxy and study the Solar System. They can look deep beneath the Earth's crust to see the tectonic plates, and study causes and effects of earthquakes and volcanic eruptions. STARLAB can also serve as a great vehicle for exploring different cultures. Students can see and study the sky through the eyes of ancient Egyptians and Greeks, learn the legends of ancient China and Africa, and study the tales of Native Americans.

The STARLAB is a 16' x 11' dome that can be set-up in ten minutes, by one person, and set up right in the classroom, gym, auditorium, or cafeteria. The entire system fits into three small cases and a duffle bag. It is easily operated and can be used by classes of every level, from primary school art to Advanced Placement science.

Astronomy is a unique and complex science that encompasses within itself history and literature, mathematics and physics, biology and chemistry, languages and art. It is an important part of our education and an integral part of our lives. Having the STARLAB as a cross-curricular learning tool may open the door for our students to explore well beyond the realm of imagination.

Recommendation:

Award of contract is recommended to the following firm:

Learning Technologies, Inc., Somerville, MA.

Responsible school or office: Office of Science
Contact Person: C. David Copenhaver
Funding Source: Operational Budget of the Science Department and Title I Grant Funding

6. Contract: Supplies Contract: Various Floor Tile Supplies
Contract #: JMI-607-04

Term: 3 years **Extensions:** up to 12 months **Contract Ending Date:** 10/31/07 (tentative)
Estimated annual award Value: \$40,000
Estimated total award value: \$160,000

Bid issued: August 28, 2003
Pre-bid meeting date: September 11, 2003
Due Date: September 18, 2003
No. of vendors issued to: 4
No. of bids received: 3
No. of no-bids received: 0

Description:

The Department of Physical Facilities, Maintenance, has requested the Office of Purchasing to issue an indefinite-quantity contract for specified floor tile supplies. BCPS' maintenance representatives will order the material on an as-needed basis for direct delivery or pickup.

Recommendation:

Award of contract is recommended to:

b & b Concepts, Inc., Lanham, MD

Responsible school or office: Department of Physical Facilities, Maintenance

Contact Person: Cornell Brown

Funding Source: Operating budget for Maintenance