

<b>Board Meeting Date:</b>	<b>December 18, 2017</b>
<b>Solicitation No.:</b>	<b>RFQ 17-077MH</b>
<b>References:</b>	<b>Board Goal: Continuous Improvement</b>
<b>Description:</b>	<p><b>Project Management Services:</b></p> <p><b><u>Recommendation</u></b></p> <p>The Administration is seeking Board approval to enter into a contract for Project Management Services with Precision Task Group (PTG), Linder Consulting LLC or Lone Star Security Shield, Inc. as needed and authorization for the Superintendent to negotiate and execute each contract.</p> <p><b><u>Summary</u></b></p> <p>The District's Project Management Office (PMO) is recommending pre-qualifying multiple third party vendors to augment the internal project management services. Entering into master contracts that prescribe rates for project management services will increase the District's capacity to manage new District projects on an as-needed basis. Staff will request a scope of work/engagement letter from each firm on a job-by-job basis for the Superintendent to execute.</p> <p><b><u>Background</u></b></p> <p>Project Management Services is a new required implementation; therefore, we do not have a spending amount for the previous fiscal year. The FBISD PMO is an internal service organization created for the specific purpose of supporting the District's strategically aligned projects, programs, and initiatives. Anne Howard, Director of the PMO works with a staff of three full-time project managers within the Chief of Staff and Strategic Planning division. The mission of the PMO is to:</p> <ol style="list-style-type: none"> <li>1. Guide key District projects to a successful conclusion;</li> <li>2. Create a foundation for consistent project success throughout the organization through the development of a strong and pervasive Project Management discipline within the organization's project teams; and</li> <li>3. Ensure project integration.</li> </ol> <p>Staff issued RFQ 17-077MH for Project Management Consulting services. Twelve (12) vendors responded. Staff interviewed four (4) vendors and selected three (3) for future contract negotiations. The goal of this procurement is to pre-qualify multiple vendors with different skillsets, negotiate rates, and enter into service agreements for project</p>

	<p>management services giving the District flexibility and increased capacity to provide business owners timely project execution. The Superintendent will execute the scope of work/engagement letter for each firm on a job-by-job basis.</p> <p>Each department responsible for the given project(s) will be responsible for funding these services through their budget(s). Total projected costs for these services over the next three years is \$300,000 and will be included in the budget.</p>
<b>Requested By:</b>	<b>Beth Martinez, Chief of Staff and Strategic Planning</b>
<b>Vendor(s):</b>	<b>Precision Task Group (PTG), Linder Consulting, LLC, and Lone Star Security Shield, Inc.</b>
<b>Budget Sources:</b>	<b>General Fund, Enterprise Funds, Child Nutrition Funds</b>
<b>Amount:</b>	<b>Not to exceed \$300,000 over the next three years</b>
<b>Other Supporting Information</b>	
<b>Number of vendors contacted by Purchasing:</b>	<b>0</b>
<b>Number of vendors contacted by FBISD Notification System:</b>	<b>3045</b>
<b>Number of vendors downloaded the solicitation:</b>	<b>642</b>
<b>Number of responses received:</b>	<b>14</b>
<b>Number of "no bid" responses received:</b>	<b>0</b>
<b>Length of commitment:</b>	<b>Three (3) years</b>
<b>Last solicitation date:</b>	<b>N/A</b>
<b>Supporting documents:</b>	<b>Evaluation Criteria and Rubric</b>
<b>Disclosure under Board Policy CH, CV, or DBD (Local):</b>	<b>None</b>

**Evaluation Summary**  
**RFQ 17-077MH**  
**Project Management Services**  
**Board Date: December 18, 2017**

#	Vendor	Response to RFQ (5 pts. max)	Past Relevant Performance of Professional Services (20 pts. max)	Firm's Proposed Personnel/Team-Certifications, and Qualifications (40 pts. Max)	Project Documentation and Educational Consultation (20 pts. Max)	References (15 pts. Max)	Proposer's Total Score (100 pts. Max)
1	Linder Consulting	5.00	20.00	35.00	20.00	15.00	95.00
2	PTG	4.50	17.50	35.00	20.00	15.00	92.00
3	Lone Star	3.50	15.00	32.00	17.00	5.00	72.50
4	Heneco	1.00	7.50	12.50	5.00	15.00	41.00

## RFQ 17-077MH Project Management Services

**Evaluation criteria:**

Evaluation of proposal using the evaluation criteria listed below. Fort Bend ISD reserves the right to award contract as best meets the District's needs such as per section, groups, or all.

	<b>Evaluation Criteria</b>	<b>Point System</b>
1	<b>Response to RFQ</b> Adequacy of response to the RFQ as it relates to meeting the needs of the Fort Bend Independent School District	5 points
2	<b>Past Relevant Performance of Professional Services</b> Review of past positive performance of professional services for other school districts or government entities.	20 points
3	<b>Firm's Proposed Personnel/Team-Certifications, and Qualifications</b> Relevant qualifications and experience of the firm and personnel for the performance of Professional Services in educational facilities. Review of resumes, credentials and experience qualifications that support accomplishment of the service to FBISD standards.	40 points
4	<b>Project Documentation and Educational Consultation</b> Review of the firm's plan to support the communicated scope of work. (Review of representative professional learning documents for completeness and quality control, methods of coordination/communication between personnel, as well as development plan for the work.)	20 points
5	<b>References</b> Adequacy of response and information provided by relevant references. List of References should come from past project examples list within this RFQ and should include at least three (3) individuals outside of FBISD. Contact with references is via e-mail with a deadline. If no response received by the deadline, there will be points deducted in this section.	15 points
	<b>TOTAL</b>	<b>100 points</b>