

Board Meeting Date:	December 18, 2017
Solicitation No.:	RFP 18-014HN
References:	Board Goal 1
Description:	<p>Professional Staff Development/Technical Assistance/Program Evaluation for Special Education Topics:</p> <p><u>Recommendation:</u></p> <p>The Administration is seeking Board approval for the purchase of services in the areas of professional staff development, technical assistance, and program evaluation for Special Education topics, in an amount not to exceed \$200,000 annually, and authorization for the Superintendent to negotiate and execute the contracts and any subsequent renewals.</p> <p><u>Summary:</u></p> <p>Fort Bend ISD is required to provide Special Education services to students as determined by their ARD committees. Often these additional services require the District to enter into contractual agreements with vendors who specialize in a specific area or expertise to provide the services. In addition, the Department of Special Education may need to utilize vendors with specific knowledge to provide targeted staff development and technical assistance to staff, students, and families to enhance Special Education services for students.</p> <p><u>Background:</u></p> <p>The purpose of the RFP is to approve a list of qualified vendors so that when a student need arises, FBISD can support the need by contracting with an approved vendor. The Department of Special Education may require vendors to provide targeted training and staff development to build capacity and knowledge around a specific topic (i.e. Co-Teach), or to satisfy continuing education credits for staff that require specific training per their licensures (i.e. Ethics training for LSSPs). In addition, the Department may require technical assistance to ensure students receive quality services in a specialized program (i.e. Visual Impairment/Orientation and Mobility services).</p> <p>The District utilized the RFP process to identify authorized vendors for Special Education services to ensure that all</p>

	<p>providers meet federal and state laws, rules, and regulations. Negotiation does not occur with a vendor until the need presents itself.</p> <p>For fiscal year 2016-17, the District spent approximately \$178,227 for these types of Special Education services. The projected total expenditure for the recommended vendors at this time is \$150,000 with a contingency of \$50,000 for additional services that may be required during the school year. The total cost for these services will not exceed \$200,000 annually and is included in the budget.</p>
Requested by:	Diana Sayavedra Chief of Instructional Support/Student Services
Vendor:	<p>Multi Award: VeriNova Educators@Heart MSC Educational Consulting, Inc. Gail Cheramie, PhD Susan Catlett PhD, BCBA-D Language Circle Enterprises Autism and Behavioral Technologies Exclusive Business Resolutions Stetson & Associates, Inc. The Core Collaborative</p>
Budget Sources:	General Funds and Federal Funds
Amount:	Not to exceed \$200,000 annually
Other Supporting Information	
Sole Source:	No
Number of vendors contacted by Purchasing:	14
Number of vendors contacted by FBISD Notification System:	1,318
Number of vendors downloaded the solicitation:	116
Number of responses received:	13
Number of "no bid" responses received:	0
Length of commitment:	Maximum of five (5) years
Last solicitation date:	None
Supporting documents:	Tabulation Summary
Disclosure under Board Policy CH, CV, or DBD (Local):	n/a

Vendor	Purchase Price (25 pts. Max)	Reputation of Vendor's Goods and Services (5 pts. Max)	Quality of Vendors Goods and Services (20 pts. Max)	Extent to Which the Goods and Services Meet the Needs of the District (25 pts. Max)	Vendors Past Relationship with the District (5 pts. Max)	Long-Term Cost to the District (5 pts. Max)	Ability to Service District with Staff and Insurance (5 pts. Max)	Standard Form of Agreement (10 pts. Max)	Proposer's Total Score (100 pts. Max)	Proposer's Ranking
VeriNova	23	0	20	25	5	5	5	10	93	1
Educators @ Heart	20	5	17	25	4	5	5	10	91	2
MSC Educational Consulting, Inc.	12	4	20	25	5	4	5	10	85	3
Gail Cheramie PhD.	12	4	20	24	5	4	5	10	84	4
Susan M. Catlett Ph.D., BCBA-D	11	5	20	25	5	3	5	10	84	4
Language Circle Enterprises, Inc.	12	4	20	22	4	3	5	10	80	5
Autism and Behavioral Technologies	14	4	20	25	4	4	5	0	76	6
Exclusive Business Resolutions	25	2	11	11	2	2	5	10	68	7
Stetson & Associates, Inc.	8	2	20	25	5	3	5	0	68	7
The Core Collaborative	4	2	18	17	5	2	5	10	63	8
District Management Group	2	5	10	19	0	1	5	10	52	9
JFL dba Failure Free Reading	11	4	6	7	1	1	0	10	40	10

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Evaluation criteria: Proposal shall be evaluated 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.

	Evaluation Criteria	Point System
1	Purchase Price Offer a fair reasonable price for items or services to be procured by Fort Bend ISD. Pricing will be calculated using the Price Delivery Sheet in this document.	25 points
2	Reputation of the Vendor and of the Vendor’s Goods or Services Vendor should have a solid reputation with other ISD’s, Government or Collegiate entities that show a high level of customer service, and a high level of quality for goods or services. (Contact with references is via e-mail with a deadline. If no response is received by the deadline, there will be points deducted in this section.)	5 points
3	Quality of the Vendor’s Goods or Services Vendor should provide a quality service that meets the needs of FBISD students. The vendor will provide their staff with the education, training, and certifications needed to provide a quality service for FBISD students. Vendor will provide the District with the training, education, and certifications held by each vendor employee.	20 points
4	Extent to Which the Goods or Services Meet the District’s Needs Vendor’s service should meet or exceed District needs. Data reports should be made available to the District when requested. Reports should show progress toward District goals. Vendor should provide data reports that show progress toward FBISD goals or other ISD’s goals similar to FBISD.	25 points
5	Vendor’s Past Relationship with the District Vendor should supply evidence of a positive relationship with FBISD or other ISD’s similar to FBISD.	5 points
6	Long-term Cost to the District to Acquire the Vendor’s Goods or Services Vendor will supply the District with information regarding any warranty, setup fees, needed maintenance or other fees required of the service.	5 points
7	Insurance Requirements A copy of the Certificate of Liability Insurance should be in your proposal.	5 points
8	Extent to which the vendor agrees to our Standard Form of Agreement embedded herein as Appendix A. By Signing the Agreement , you assent to the Terms and Conditions of FBISD (10 pts.)	10 points
	TOTAL	100 points