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| <b>BOT Meeting:</b>                 | <b>July 23, 2018</b>  |
| <b>Solicitation No.:</b>            | <b>RFP #18-063MH</b>  |
| <b>References:</b>                  | <b>District Goal<br/>Continuous Improvement</b>   |
| <b>Description:</b>                 | <p><b>Research and/or Program Evaluation</b></p> <p><b><u>Recommendation</u></b></p> <p>The Administration is seeking Board approval of selected vendors identified to perform research and/or program evaluation services in an amount not to exceed \$750,000 over a five-year period and authorization for the Superintendent to execute the agreements and renewals as needed through July 31, 2023.</p> <p><b><u>Summary</u></b></p> <p>The contract for research and program evaluation services expires July 31, 2018. In order to provide the District with the option to select from vendors who may specialize in research, program evaluation, or both, the Administration completed a Request for Proposals (RFP) which solicited vendor submissions for research and/or program evaluation services.</p> <p><b><u>Background</u></b></p> <p>On May 24, 2018, the District issued RFP 18-063MH for research and/or program evaluation services. Five (5) vendor proposals were received. A two-person evaluation committee reviewed the proposals using a rubric to determine the contractors with the greatest capacity to provide the services.</p> <p>Staff recommends the approval of Hanover Research Council LLC, Data Works LLC, and EAB Global Inc. Approval of these three firms will increase the District's capacity to manage multiple projects on an as needed basis. Contracts will only be executed and funds expended when service is required.</p> <p>Expenditures in 2017-18 were \$49,000, however, staff expects to conduct increased program evaluations during the coming five years. Therefore, staff is seeking approval of these three vendors and the authorized expenditure limit to provide capacity and choice for program evaluation and research services.</p> |
| <b>Requested By:</b>                | <b>Beth Martinez, Chief of Staff and Strategic Planning</b>   |
| <b>Vendor:</b>                      | <b>Hanover Research Council LLC, Data Works LLC and EAB Global Inc.</b>   |
| <b>Budget Sources:</b>              | <b>General Funds and Federal Funds</b>  |
| <b>Amount:</b>                      | <b>\$750,000 over a five year period</b>  |
| <b>Other Supporting Information</b> |   |
| <b>Sole Source:</b>                 | <b>No</b>   |

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|--|---|
| <b>Number of vendors contacted by Purchasing:</b>                | <b>5</b>  |
| <b>Number of vendors contacted by FBISD Notification System:</b> | <b>7777</b>   |
| <b>Number of vendors downloaded the solicitation:</b>            | <b>190</b>  |
| <b>Number of responses received:</b>                             | <b>5</b>  |
| <b>Number of “no bid” responses received:</b>                    | <b>0</b>  |
| <b>Length of commitment:</b>                                     | <b>Annual contract and renewals through July 31, 2023</b> |
| <b>Last solicitation date:</b>                                   | <b>N/A</b>  |
| <b>Supporting documents:</b>                                     | <b>Bid Tabulation and Evaluation Criteria</b>             |
| <b>Disclosure under Board Policy CH, CV, or DBD (Local):</b>     | <b>None</b>   |



**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.

|    | <b>Evaluation Criteria</b>  | <b>Point System</b> |
|----|---|---------------------|
| 1  | <b>Purchase Price</b><br>Offer a fair reasonable price for items to be procured by Fort Bend ISD. Pricing will be calculated using the Price Delivery Sheet in this document.   | 25 points           |
| 2  | <b>Reputation of the Vendor and of the Vendor's Goods or Services</b><br>Vendor should have a solid reputation with other ISD's, Government or Collegiate entities that show a high level of customer service, a high level of quality of good or services. (References will be contacted 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  | <b>Quality of the Vendor's Goods or Services</b><br>Vendor's products should be new and be of the highest quality with an option to substitute for a company branded item of equivalent quality.  | 15 points           |
| 4  | <b>Extent to Which the Goods or Services Meet the District's Needs</b>  | 20 points           |
| 5  | <b>Vendor's Past Relationship With the District</b>   | 5 points            |
| 6  | <b>Long-Term Cost to the District to Acquire the Vendor's Goods or Services</b>   | 15 points           |
| 7  | <b>Vendor's Principal Place of Business is in the State of Texas, or Employs 500 People in This State.</b>  | 0 points            |
| 8  | <b>Insurance Requirements:</b> A copy of the <b>Certificate of Liability Insurance and Waiver of Subrogation</b> should be in your proposal.  | 5 points            |
| 9  | Extent to which the vendor agrees to our Standard Form of Agreement embedded herein as Appendix A. By <b>Signing the Agreement</b> , you assent to the Terms and Conditions of Fort Bend ISD.   | 10 points           |
| 10 | The Impact on the Ability of the District to Comply with Laws and Rules Relating to Historically Underutilized Businesses (HUB).  | N/A                 |
|    | <b>TOTAL</b>  | <b>100 points</b>   |