

<b>BOT Meeting:</b>	<b>September 24, 2018</b>
<b>Solicitation No.:</b>	<b>RFP18-090LB</b>
<b>References:</b>	<b>District Goal 1</b>
<b>Description:</b>	<p><b>Professional Staff Development/Technical Assistance/Program Evaluation for Special Education Topics</b></p> <p><b><u>Recommendation</u></b></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 \$1,060,000 through 2022, and authorization for the Superintendent to negotiate and execute the agreements and subsequent renewals through December 2022.</p> <p><b><u>Summary</u></b></p> <p>On July 13, 2018, RFP 18-090LB was issued to identify authorized vendors for Special Education professional staff development, technical assistance, and program evaluation services to ensure that all providers meet federal and state laws, rules, and regulations. This RFP is supplemental to RFP #18-014HN awarded in December 2017, which increased the District's vendor options.</p> <p>Fort Bend ISD is required to provide Special Education services for 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 also requires the expertise of vendors to provide targeted staff development and technical assistance to staff, students, and families to enhance the Special Education services for students.</p> <p><b><u>Background</u></b></p> <p>Expenditures in 2017-18 were \$73,800 for these services. Expenditures will not exceed \$1,060,000 through 2022 (four years), and funding is included in the budget. This amount represents approximately \$165,000 annually with a \$100,000 contingency for additional services that may be required during the school year.</p> <p>In December 2017, the Board approved spending of \$200,000 annually. The \$65,000 annual increase in projected expenditures requested is to support the utilization of a vendor to assist with the development of curricular modification supports for the District curriculum.</p>
<b>Requested By:</b>	<b>Diana Sayavedra, Chief Academic Officer Steven Bassett, Chief Financial Officer</b>
<b>Vendors:</b>	<b>District Management Group, Generation Ready</b>
<b>Budget Sources:</b>	<b>General Fund</b>

	<b>Federal Funds</b>
<b>Amount:</b>	<b>Not to Exceed - \$1,060,000 through December 2022</b>
<b>Other Supporting Information</b>	
<b>Sole Source:</b>	<b>No</b>
<b>Number of vendors contacted by Purchasing:</b>	<b>8</b>
<b>Number of vendors contacted by FBISD Notification System:</b>	<b>4282</b>
<b>Number of vendors downloaded the solicitation:</b>	<b>137</b>
<b>Number of responses received:</b>	<b>2</b>
<b>Number of "no bid" responses received:</b>	<b>None</b>
<b>Length of commitment:</b>	<b>Through December 2022</b>
<b>Last solicitation date:</b>	<b>June 21, 2017</b>
<b>Supporting documents:</b>	<b>Evaluation Summary and Criteria</b>
<b>Disclosure under Board Policy CH, CV, or DBD (Local):</b>	<b>None</b>

**Evaluation Summary**

**RFP 18-090LB**

**Professional Staff Development/Technical Assistance/Program Evaluation for Special Education Topics**

**September 24, 2018**

Vendors	Purchase Price. Offer fair & reasonable price for items or services procured by FBISD. (25 pts. Max)	Reputation of the Vendor and of the Vendor's Goods or Services. (5 pts. Max)	Quality of the Vendor's Goods or Services. (25 pts. Max)	Extent to Which the Goods or Services Meet the District's Needs. (20 pts. Max)	Vendor's Past Relationship With the District or District of Similar Size (5 pts. Max)	Long-Term Cost to the District to Acquire the Vendors Goods or Services (5 pts. Max)	Insurance Requirements. A copy of the Certificate of Liability Insurance and Waiver of Subrogation should be in your proposal. (5 pts. Max)	Extent to Which Vendor Agrees to our Standard Form of Agreement, By signing the Agreement. (10pts. Max)	Proposer's Total Score
GENERATION READY	25	4	19	3	3	4	5	10	73
DISTRICT MANAGEMENT GROUP	5	5	23	14	5	4	4	10	69

**EVALUATION CRITERIA  
PROFESSIONAL STAFF DEVELOPMENT/TECHNICAL ASSISTANCE, PROGRAM  
EVALUATION FOR SPECIAL EDUCATION TOPICS  
RFP18-090LB**

**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> 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> 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>	25 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 or district of a similar size</b>	5 points
6	<b>Long-term cost to the district to acquire the vendor's goods or services.</b>	5 points
7	<b>Insurance requirements:</b> A copy of the <b>Certificate of Liability Insurance</b> and <b>Waiver of Subrogation</b> 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 <b>Signing the Agreement</b> , you assent to the Terms and Conditions of Fort Bend ISD.	10 points
	<b>TOTAL</b>	<b>100 points</b>