

BOT Meeting:	September 24, 2018
Solicitation No.:	RFP18-089 School Boundary/Community Engagement Services
References:	Scalable Systems
Description:	<p>School Boundary/Community Engagement Services:</p> <p><u>Recommendation</u></p> <p>The Administration is seeking Board approval of the selected vendor to provide School Boundary and Community Engagement services and authorization for the Superintendent to execute the agreement through September 2023.</p> <p><u>Summary</u></p> <p>On July 26, 2018, the District issued RFP18-089LB for school boundary/community engagement services. One response was received from this RFP. A three-person evaluation committee reviewed the proposal using a rubric to determine the contractor's ability to provide these services.</p> <p>This process resulted in a recommendation to execute an agreement with Cooperative Strategies who previously provided these services as a sub-contractor with Jacobs Engineering.</p> <p>The annual fee for these services is \$127,160, which includes the following deliverables:</p> <ul style="list-style-type: none"> • Collection of Background Data, Initial Analysis, and Kickoff meeting • Options Development and Small Group Facilitation • Large Scale Community Dialogues • Facilitation of Options Work Session • Transportation and Implementation Support • Large Scale Wall Maps • Presentations to the Board of Trustees • Update of Facility Master Plan Documentation • Update/Creation of District-Wide Feeder Pattern and Boundary Plan • Community Meetings <p><u>Background</u></p> <p>Expenditures for 2017-18 were \$247,129. Expenditures will not exceed \$699,380 through September 2023, and funding is included in the budget. This amount reflects \$127,160 annually plus a 10 percent contingency to cover any unforeseen additional services needed over the five-year term.</p>
Requested By:	Beth Martinez, Chief of Staff and Strategic Planning

	Steven Bassett, Chief Financial Officer
Vendor:	Cooperative Strategies
Budget Sources:	General Fund
Amount:	Not to Exceed - \$699,380 through September 2023
Other Supporting Information	
Sole Source:	No
Number of vendors contacted by Purchasing:	N/A
Number of vendors contacted by FBISD Notification System:	N/A
Number of vendors downloaded the solicitation:	N/A
Number of responses received:	N/A
Number of "no bid" responses received:	N/A
Length of commitment:	Through September 2023
Last solicitation date:	N/A
Supporting documents:	N/A
Disclosure under Board Policy CH, CV, or DBD (Local):	None

Evaluation Summary
RFP 18-089LB
School Boundaries / Community Engagement
September 17, 2018

	Purchase Price. Offer Fair & Reasonable Price for Items or Services Procured by FBISD (15 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. (25 pts. Max)	Vendor's Past Relationship With the District or District of Similar Size (10 pts. Max)	Long-Term Cost to the District to Acquire the Vendor's 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. (10 pts. Max)	Proposer's Total Score
Vendors									
COOPERATIVE STRATEGIES	15	5	25	25	10	5	5	10	100

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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 to be procured by Fort Bend ISD. Pricing will be calculated using the Price Delivery Sheet in this document.	15 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, a high level of quality of good or services. (References will be contacted via email 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	25 points
4	Extent to Which the Goods or Services Meet the District’s Needs	25 points
5	Vendor’s Past Relationship With the District or District of a Similar Size	10 points
6	Long-Term Cost to the District to Acquire the Vendor’s Goods or Services.	5 points
7	Insurance requirements: A copy of the Certificate of Liability Insurance and Waiver of Subrogation 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 Fort Bend ISD.	10 points
	TOTAL	100 points