



**Calvert County
Public Schools**

Daniel D. Curry, Ed.D.
Superintendent of Schools

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MEMORANDUM

TO: Board of Education of Calvert County
 VIA: Mrs. Diane Workman, Assistant Superintendent
 FROM: Kevin Michael, Director of Procurement and Resource Management
 DATE: October 13, 2016
 SUBJ: Award for Special Education Consultant (ITB #CCPS-INSTR-04-2017)

In September 2016, Calvert County Public Schools (CCPS) posted an Invitation to Bid (ITB #CCPS-INSTR-04-2017) requesting proposals for consulting services to conduct a comprehensive study of the current special education program organization, practices, and services offered by the school district. Three (3) consulting firms submitted technical and cost proposals which were evaluated by CCPS staff as follows:

Special Education Consultant (ITB #CCPS-INSTR-04-2017) Bid Tabulation			
	District Management Council	WestEd	Evergreen Solutions, LLC
<u>Experience (15 points maximum)</u> -related work with other public school systems similar to CCPS -consulting services in the area of special education	12	15	8
<u>Qualifications (15 points maximum)</u> -resume of business principles, including related experience and credentials -resume of lead person(s) for this project, including related experience and credentials -references	10	15	10
<u>Quality of Proposal (30 points maximum)</u> -approach -timeline -deliverables	24	30	25
<u>Cost (30 points maximum)</u>	25	30	20
<u>Interview & BAFO (10 points maximum, if needed)</u>			
<u>Total Score</u>	71	90	63

The identified funding source for special education consulting services is through local funding (Contracted Services – Other Instructional Costs).

RECOMMENDATION:

Recommend the contract for special education consulting services be awarded to WestEd, 730 Harrison Street, San Francisco, CA 94107 in the amount of \$74,559.00.

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