



MEETING OF: April 10, 2018

---

TITLE: Approval of Request for Proposals (RFP) 19-02-23 – Special Education Evaluation & Intervention Materials

---

ITEM #: 6

---

Information:

Study:

Action: X

---

PURPOSE:

It is the intention of Tucson Unified School District to procure special education evaluation and intervention materials. The District intends to award this contract starting in fiscal year 2018-2019 (7/1/2018-6/30/2019), with the possibility of four (4) annual renewals, for a total contract period not to exceed five (5) years, June 30, 2023.

---

DESCRIPTION AND JUSTIFICATION:

RFP 19-02-23 was posted to [www.azpurchasing.org](http://www.azpurchasing.org) TUSD's official bid board. Notice was sent to two hundred ninety-two (292) vendors, TUSD received seven (7) bids and fifty-four (54) "NO BIDS". After initial review of the proposals received by the Purchasing Department, all received proposals are being considered responsive and responsible and the submitted proposals were reviewed by a committee comprised of District employees. Estimated expenditures are \$70,000 per year; estimated expenditures for the full term of the contract are \$350,000.

Award recommendation is based on the evaluation committee's scores during the review period, in accordance with AZ Administrative Code R7-2-1041, evaluation of proposals. An award recommendation letter was received from the committee chair with recommendation of the evaluation team to award to the top 3 vendors:

NCS Pearson  
Social Thinking  
Super Duper Publications

An Executive Summary and the committee's Written Recommendation are provided for your review in a separate communication as all information related to the proposals is confidential until award is made, in accordance with AAC R7-2-1045B.

Maura Clark-Ingle, Director of Exceptional Education will be present to answer questions regarding the need for these materials.

Diana Kerfoot, Purchasing Manager, will be present to answer questions regarding the procurement process.

---

BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy DJ, Purchasing Procedures.

---

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

\_\_\_\_\_  
Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X	District Budget
_____	State/Federal Funds
_____	Other
<u>Budget Cost</u>	<u>Budget Code</u>
\$70,000/yr or	610221221067375076000005076
\$350K/5 years	

Budget Certification (for use by Office of Financial Services only):

Date 03/28/2018

I certify that funds for this expenditure in the amount of \$70,000 are available and may be:

Authorized from current year budget

X Authorized with School Board approval

Code: Fund:


From FY18/19 Budget

From FY18/19 Budget

INITIATOR(S):

Jacqueline Posey, Procurement Agent	3/28/18
Name	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
Click to download
 <a href="#">Confidentiality Statement</a>