

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** March 28, 2018

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Jacqueline Posey  
Procurement Agent

**Subject:** Executive Summary – Request for Proposals No. 19-02-23  
Special Education Evaluation & Intervention Material

**Dept:** Exceptional Education  
**Proposal Due Date:** February 27, 2018

**Date Issued:** February 9, 2018  
**No. of Proposals Received:** 7

### BACKGROUND

It is the intention of the District to purchase special education evaluation and intervention materials.

### EVALUATION

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".

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted.

On March 5, 2018 I met with the evaluation team and discussed their role and the evaluation process. Each committee member received copies of the Conflict of Interest and Confidentiality Statement for Procurement Evaluations, the District's Procedures for Evaluation of Proposals by a Committee, a copy of the RFP document and a copy of the proposals.

The committee reconvened on March 26, 2018 and scoring of the proposal was completed by the committee. A recommendation to award to the least number of vendors in order to meet the needs of the District was made by the committee.

A letter from the Committee Chair recommending award to was received and also made part of the official file.

### AWARD RECOMMENDATION:

I attest that the evaluation process was conducted in accordance with Arizona Administrative Code R7-2-1041 (Proposal evaluation and award) and all applicable Tucson Unified School District rules and regulations.

Contract award is recommended to the following firms for the indicated services:

NCS Pearson  
Social Thinking  
Super Duper Publications

*Jacqueline Posey*

Jacqueline Posey, Procurement Agent

Concurrence:

*Kevin Startt*

Kevin Startt, Purchasing Director