



## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** 08/03/2012

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Jacqueline Posey  
Procurement Specialist

**Subject:** Executive Summary - Request for Proposal No. 13-42-17  
Montessori Consultant Services

**Dept:** Drachman/District Montessori sites  
**Pre-Proposal Date:** NA  
**Proposal Due Date:** July 27, 2012

**Date Issued:** July 12, 2012  
**No. of Individuals Attending:** NA  
**No. of Proposals Received:** 1

#### BACKGROUND

It is the intention of the Tucson Unified School District to purchase Montessori Consulting services for District Montessori sites and staff. The District currently has one Montessori Magnet School – Drachman (K-6). Montessori Consultants will provide consulting/training specific to the Montessori approach. The District estimates the annual spend at \$30,000. This includes but is not limited to the following:

1. **Work with site Montessori teachers (approximately 15) on teaching them Montessori philosophy, instructional foundations and curriculum.**
2. **Consultants must have at least five (5) years of Montessori experience teaching children across the Montessori Primary, Lower Elementary, and Upper Elementary levels.**
3. **Consultants must have at least five (5) years of work in Public School Montessori environments, and at least five years experience working in Montessori teacher education.**
4. **Montessori sites require consulting/training during the school year and year-round consulting/training services via phone/email. The consulting/training may take place on site and/or via online video communication (i.e. Skype).**
5. **Montessori sites will provide the consultant with Northern American Montessori Center Curricular Albums to support teacher training.**
6. **The evaluation of the service will be done by the Montessori Trained Site Administrator. The consultants will be observed directly by the Site Administrator as they interact with Montessori teachers and staff.**
7. **Surveys and other written feedback authored by the Montessori teachers and staff will be collected, in regards to the service provided by the consultants, and they will be taken into consideration when evaluating the consultation services.**
8. **Consultants may have access to site office space and a computer.**

**EVALUATION**

A committee was formed to evaluate the proposal based upon the selection criteria set forth in the original RFP. The committee was comprised of the following members and signed Committee Member Statements were received from all:

- Dr. Jesus Celaya, Drachman Principal
- Maricella Carranza, Learning Support Coordinator
- Marie Rosales, ELD-Teacher-Resource

The District received one (1) proposal from the following firms: Dr. Dorothy Massalski

Twelve (12) No-Bids were also received.

Prior to releasing the proposals to the committee, I conducted an initial review of the proposal to ensure that all requested information had been submitted. As a result, the proposal was deemed eligible for the committee's review. However, the committee is charged with the final determination of acceptability.

On July 30, 2012, I met with the evaluation committee and discussed the role of the committee 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 copies of all the proposals.

Members reviewed and submitted final scores via email on August 3, 2012. Out of a possible 1500, Dr. Dorothy Massalski scored 1305, the final scores are as follows;

**13-42-17 Montessori Consultant Services**

**TOTALS**

	Celaya	Roseales	Carranza	TOTAL	AVERAGE
Dr. Dorothy Massalski	440	465	400	1305	435

The committee came to a consensus to recommended award to Dr. Dorothy Massalski. An formal recommendation letter was submitted by Dr. Jesus Celaya.

**AWARD RECOMMENDATION:**

Only one (1) bidder responded to the RFP, however it has been determined that the price submitted was fair and reasonable and that other bidders has reasonable opportunity to respond. The RFP notification was mailed to ninety-eight (98) vendors as well as posted on the District website for sixteen (16) days.

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

Contract awards are recommended to the following firms for the indicated services:

Dr. Dorothy Massalski for Montessori Consultant Services

Attachment: Dept Recommendation