



ADRIAN VEGA, E.D.D.
DEPUTY SUPERINTENDENT
TEACHING & LEARNING

Date: September 20, 2013

To: Jackie Posey, Procurement Specialist

From: Adrian Vega, Deputy Superintendent for Teaching & Learning

RE: **RFP No. 14-53-16 Proposal to Provide a Curriculum Management Audit**

Proposals were solicited by TUSD in search of a vendor to conduct a full-scale curriculum management audit of the district. Proposals were received from Curriculum Management Systems, Inc. and the Marzano Research Laboratory.

The committee was comprised of the following personnel:

Adrian Vega, Deputy Superintendent for Teaching & Learning
Steve Holmes, Assistant Superintendent for Curriculum & Instruction
Ana Gallegos, Director of Title I
Richard Foster, Director of Professional Development
Sam Brown, Director of the Desegregation Department

Jacqueline Posey, Procurement Specialist, attended all meetings of the committee and coordinated all RFP vendor communication, evaluations, and notifications.

The committee convened on August 30, 2013 to obtain the proposals submitted in response to the RFP, along with the summary documents provided by Curriculum Management Systems, Inc. and the Marzano Research Laboratory. This initial meeting was used to review the scope of work, scoring criteria and requirements, questionnaire responses, and initial pricing review. The second meeting held on September 6, 2013 was used to turn in the initial scoring of the proposals submitted by the two vendors. During the second meeting, it was determined that based on a few questions raised by the committee, that a best and final offer would be needed before a final decision could be made.

Once the best and final offers were submitted by both vendors, the committee members reconvened on September 19, 2013 to review their submissions. At this final meeting, each committee member submitted their final scoring sheet to Jacqueline Posey, which resulted in the committee's choice of **Curriculum Management Systems, Inc.**

After independent reviews by each committee member, the committee unanimously recommends to the TUSD Governing Board that the contract be awarded to **Curriculum Management Systems, Inc.**

Thank you for your consideration of our recommendation; we feel that we have chosen the best vendor to conduct our district-wide curriculum audit.