



PURCHASING DEPARTMENT

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MEMORANDUM

DATE: November 2, 2015

TO: Kevin Startt
Director of Purchasing

FROM: Diana Kerfoot,
Purchasing Manager

Subject: Executive Summary - Request for Proposal No. 16-18-20
Student Intervention System

Dept: Technology Services
Pre-Proposal Date: NA
Proposal Due Date: May 12, 2015

Date Issued: April 24, 2015
No. of Individuals Attending: NA
No. of Proposals Received: Five (5)

BACKGROUND

RFP No. 16-18-20 was issued to procure a Student Intervention System to be utilized District Wide. The District needs a Student Intervention System that, at a minimum, performs automatic identification, automatic notification, and allows for entry of intervention documentation for “at risk” students based on adjustable criteria.

The Request for Proposals was electronically sent to 1,493 vendors using the District on-line bidding service, AZPurchasing.org. Five (5) vendors submitted proposals for consideration and four-hundred twenty-two (422) vendors submitted no-bids. The Request for Proposals was also posted on the AZPurchasing.org website during the entire solicitation period. Proposals were evaluated and scored by an evaluation committee.

This is a multi-term contract beginning upon award, with yearly renewal options through 06/30/2020, for a term no longer than five (5) years. The estimated cost is \$200,000 per year, with a total cost for the five year contract estimated at \$1,000,000.

EVALUATION

A committee was formed to evaluate the proposal based upon the selection criteria set forth in the original RFP. Signed Committee Conflict of Interest and Confidentiality Agreements were received from all.

The District received five (5) proposals:

- Bright Bytes
- Maximus
- Public Consulting Group
- School Innovations & Achievement
- TIES

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 June 16, 2015, I met with the evaluation committee 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. Initial scoring resulted in four (4) proposals being considered for Phase II presentations/discussions and Best and Final offers (BAFOs). Phase II presentations took place on September 16th and 17th, 2015. Best and Final Offers (BAFOs) were received from the Phase II participants on September 24, 2015. The committee reviewed the BAFOs and convened on October 23, 2015 to make their recommendation.

A formal recommendation letter has been submitted by Committee Chairperson, Richard Haan.

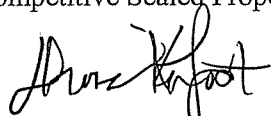
All information contained in the proposal file must remain CONFIDENTIAL until Governing Board award. This is in compliance with Arizona Administrative Code R7-2-1045(B).

AWARD RECOMMENDATION:

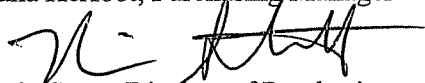
Contract award is recommended to the following firm for the indicated Educational Assessment System:

Bright Bytes

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 policies and procedures.



Diana Kerfoot, Purchasing Manager



Kevin Startt, Director of Purchasing
(concurrence)