



PURCHASING DEPARTMENT

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MEMORANDUM

DATE: October 30, 2015

TO: Kevin Startt
Director of Purchasing

FROM: Jacqueline Posey
Procurement Agent

Subject: Executive Summary - Request for Proposal No. 16-51-17
Student Code of Conduct Consultant Services

Dept: Office of Deputy Superintendent
for Teaching and Learning

Date Issued: September 25, 2015

Proposal Due Date: October 15, 2015

No. of Proposals Received: 2

BACKGROUND

RFP No. 16-51-17 was issued for Student Code of Conduct Consultant Services. It is the intention of the Tucson Unified School District to purchase outside consultant services to assist the District with developing a new Student Code of Conduct.

The Request for Proposals was electronically sent to 1328 vendors using the District on-line bidding service, AZPurchasing.org. Two (2) vendors submitted proposals for consideration and 286 vendors submitted no-bids. The Request for Proposals was posted on the AZPurchasing.org website during the solicitation period as well as advertised in the official newspaper for the county twice during the solicitation period. The proposals were evaluated and scored by an evaluation committee and the recommended vendor has been determined to be fair and reasonable in price. This is a multi-term contract beginning upon award, with yearly renewal options ending June 30, 2017 for a term no longer than two (2) years. The estimated cost to the District is \$35,000, which is anticipated to be encumbered in year one.

EVALUATION

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

The District received two (2) proposals:
Jim Freeman
Schenkar Educational Consulting, LLC

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

On October 26, 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 proposal.

The committee discussed and came to a consensus to award to one vendor to meet the needs of the District. The committee as whole decided this was in the best interest of the District.

A formal recommendation letter has been submitted by Committee Chairperson, Dr. Adrian Vega.

AWARD RECOMMENDATION:

Contract award is recommended to the following firm:

Jim Freeman

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.



Jacqueline Posey, Procurement Specialist



Kevin Startt, Director of Purchasing (concurrence)