

BOARD MEETING

JUNE 6, 2013

A G E N D A

SPECIAL ADMINISTRATIVE BOARD

MR. RICK SULLIVAN

MS. MELANIE ADAMS

MR. RICHARD GAINES

SUPERINTENDENT OF SCHOOLS

DR. KELVIN R. ADAMS

Meeting Agenda

Meeting Agenda

Meeting Agenda

Meeting Agenda

Consent Agenda

Consent Agenda

**ST. LOUIS PUBLIC SCHOOLS
SUPERINTENDENT'S REPORT**

June 6, 2013

(Rescheduled from May 30, 2013)

1.0 Preliminary

1.1 Consent Agenda

- a) Information Item(s)
 - 1) SIG School Improvement

- b) Business Items
 - 1) Consent Agenda

06-06-13-01 To ratify approval for the acceptance of funds from the Area Resources for Community and Human Services (ARCHS) up to \$29,500.

06-06-13-02 To ratify approval of the agency partnership agreement with the Area Resources for Community and Human Services (ARCHS) that provides payment to the District for up to \$29,500 for the period January 1, 2013 through June 30, 2013.

06-06-13-03 To approve the amendment of Board Resolution Number 02-17-11-07, a contract with Environmental Consultants, LLC to increase the cost by \$500,000. This increase will provide hazardous materials consulting services for Prop S Bond construction projects to continue through October 29, 2013. If approved, the total cost of the Prop S portion of the contract will now be \$2,500,000.
FUNDING SOURCE: Prop S

06-06-13-04 To approve the amendment of Board Resolution Number 05-05-11-21, a contract with ID/IQ Hazmat Contractors (Advance Environmental, Alliance Certified Restoration, Brooks Environmental and Midwest Service Group) to increase the cost by \$1,000,000. This increase will enable the continuation of professional hazardous materials abatement services through October 29, 2013. If approved, the total amount of this contract will now be \$3,000,000.
FUNDING SOURCE: Prop S

06-06-13-05 To approve the amendment of Board Resolution Number 10-18-12-12, a contract with Meredith Vesoulis to increase the cost by \$600. This increase will provide 3 additional days to collect data for the Math Success grant. If approved, the total amount of this contract will now be \$8,600.
FUNDING SOURCE: Non-GOB

06-06-13-06 To approve the amendment of Board Resolution Number 11-15-12-27, a contract with Creative Smarts (formerly Greg Tang, LLC) to increase the cost by \$19,600. This increase will provide the development and the presentation of a Train the Trainer session to be held on August 27, 2013. If approved, the total amount of this contract will now be \$76,055.
FUNDING SOURCE: Non-GOB

- 06-06-13-07** To approve a sole source contract with EnTeam to provide a unique proprietary curriculum and professional development opportunity for 9th grade Transition Summer School for the period May 27, 2013 through June 28, 2013 at a cost not to exceed \$10,000.
FUNDING SOURCE: Non-GOB
- 06-06-13-08** To approve a contract with Midwest Litigation Services for personnel hearing legal services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$10,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-09** To approve a contract renewal with EDMIN to provide an annual assessment management software license, test bank license and support services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$290,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-10** To approve a contract renewal with Writing Works for grant writing services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$10,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-11** To approve a contract renewal with Sharon Slane to provide consulting services and grant writing services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$65,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-12** To approve a contract renewal with American Boiler and Mechanical, Inc. to provide boiler inspections and repair services for District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$25,000, pending legal review and availability of funds.
FUNDING SOURCE: GOB
- 06-06-13-13** To approve a contract renewal with Cord Moving and Storage Company, Fry Wagner Moving and Storage and Brown-Kortkamp Moving and Storage to provide District-wide moving, relocation and storage services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$300,000, pending legal review and availability of funds.
FUNDING SOURCE: GOB
- 06-06-13-14** To approve a contract renewal with Engineered Fire Protection, Inc. to provide inspections and repair services for sprinklers and associated backflow preventers in selected District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$67,600, pending legal review and availability of funds.
FUNDING SOURCE: GOB
- 06-06-13-15** To approve a contract renewal with McCann Pest and Termite Control to provide pest control services for all District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$39,831, pending legal review and availability of funds.
FUNDING SOURCE: GOB

- 06-06-13-16** To approve a contract renewal with Cintas Fire Protection Company to provide extinguisher inspections, repair and replacement services for District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$40,000, pending legal review and availability of funds.
FUNDING SOURCE: GOB
- 06-06-13-17** To approve a contract renewal with Advance Elevator Company, Inc. to provide elevator inspections, certifications and maintenance services for District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$253,000, pending legal review and availability of funds.
FUNDING SOURCE: GOB
- 06-06-13-18** To approve a contract renewal with IESI (formerly known as Crown/Excel Disposal, LLC) to provide solid waste management services in selected District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$271,122, pending legal review and availability of funds.
FUNDING SOURCE: GOB
- 06-06-13-19** To approve a contract renewal with SoftChoice for the Microsoft School Agreement and other computer applications for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$174,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-20** To approve a contract renewal with TALX Corporation to provide Electronic Pay Advices and W-2's for employees for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$35,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-21** To approve a contract renewal with Cannon Cochran Management Services, Inc. for Workers' Compensation Claims Administration and Loss Control Services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$117,500, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-22** To approve a contract renewal with Enterprise Fleet Management, Inc. to provide a managed fleet program that includes leasing, rental, maintenance, fuel and disposal for the period July 1, 2013 through June 30, 2014 at a total cost not to exceed \$154,331 which includes the cost for fuel, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-23** To approve a Memorandum of Understanding with the University of Missouri Extension to provide nutrition education to 10 District schools and to participate in community health awareness activities for the period July 1, 2013 through June 30, 2014.

- 06-06-13-24** To approve a Memorandum of Understanding with St. Louis University's Department of Nutrition and Dietetics to conduct training and menu development, support the District in the increased use of locally grown produce and provide nutrition education to promote healthy eating as part of the Farm-to-School Program for the period July 1, 2013 through June 30, 2014.
- 06-06-13-25** To approve a Memorandum of Understanding with the Sumner Advisory Board of Directors and the St. Louis Public Schools District for the 2013-2014 school session.
- 06-06-13-26** To approve a membership renewal with the University of Missouri-Columbia – Missouri Partnership for Educational Renewal (MPER) for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$5,250, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-27** To approve a membership renewal with the Missouri School Boards' Association for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$15,750, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-28** To approve a sole source purchase with Houghton Mifflin Harcourt for instructional materials for Advanced Placement Chemistry for all District high schools for the 2013-2014 school year at a cost not to exceed \$18,674.50
FUNDING SOURCE: Non-GOB
- 06-06-13-29** To approve a sole source purchase with Houghton Mifflin Harcourt for instructional materials for Advanced Placement Calculus for all District high schools for the 2013-2014 school year at a cost not to exceed \$25,608.38.
FUNDING SOURCE: Non-GOB
- 06-06-13-30** To approve a purchase from Universal Business Supply for iPad covers for District use at a total cost not to exceed \$80,000 for the 2013-2014 school year, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-31** To approve a purchase of Replacement Textual Materials for the period July 1, 2013 through June 30, 2014 with multiple vendors (listed in the *background* on the Resolution), pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-32** To approve the purchase of a US Bank Letter of Credit in the amount of \$2,225,000 which is required for the renewal of the Excess Workers' Compensation Bond with Travelers Insurance Company for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$33,375, pending funding availability.
FUNDING SOURCE: GOB

- 06-06-13-33** To approve the purchase of a renewal Excess Workers' Compensation bond with Travelers Insurance Company through our insurance broker, Marsh USA for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$11,125, pending funding availability.
FUNDING SOURCE: GOB
- 06-06-13-34** To rescind current Board Policy 5125.1.1, *Student Records – Glossary of Terms* and to adopt Revised Board Policy 5125.1.1. The revisions will align with the Student Code of Conduct Handbook. The change shall be effective immediately upon Board approval.
- 06-06-13-35** To approve a contract with Renaissance Learning to provide Reading Assessment and progress monitoring software license District-wide for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$200,000, pending funding availability.
FUNDING SOURCE: GOB
NEW ITEM

JUNE 27, 2013 ITEM(S) FOR CONSIDERATION

- 06-27-13-01** To approve an amendment to Board Resolution Number 03-14-13-07, a contract with Xerox for the cost associated with ending the lease in an amount not to exceed \$325,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-02** To approve an amendment to Board Resolution Number 05-09-13-14, a purchase from the College Board A/P Exams for Advance Placement Testing fees in an amount not to exceed \$11,447, pending funding availability.
FUNDING SOURCE: Non-GOB
- 06-27-13-03** To ratify approval of a purchase from City Music Company, Nottleman Music and Shattinger Music for the purchase of music supplies and repair services in the amount of \$59,785.66.
FUNDING SOURCE: GOB
- 06-27-13-04** To approve the April 2013 Monthly Transaction Report.
- 06-27-13-05** To approve amendment number two to the FY2012-2013 GOB.
- 06-27-13-06** To approve the FY2013-2014 GOB and Non-GOB Operating Budgets.
- 06-27-13-07** To approve the 2013 Summer School Transportation routes.
- 06-27-13-08** To approve the recommendation to begin a community and staff engagement process and architectural evaluation/design for the construction of a new elementary school in the Tower Grove neighborhood opening for the 2015-2016 school year at a cost not to exceed \$17,575,000.35
FUNDING SOURCE: Prop S
- 06-27-13-09** To approve the renovation costs to reopen Carver Elementary School for the 2014-2015 school year. The work shall begin on June 28, 2013 and completed by May 31, 2014 at a cost not to exceed \$1,173,173.50
FUNDING SOURCE: Prop S

- 06-27-13-10** To approve the relocation costs to repurpose Meda P. Washington School. The work shall begin on June 7, 2013 and completed by August 30, 2013 at a cost not to exceed \$122,468.50, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-11** To approve partnering with selected Aldermen in providing support for the summer school programs at Clay, Vashon and Walbridge Community Education Full Service Schools. The District and Aldermen will each pay 50% (\$52,059) of the total dollar amount (\$104,118) to cover the cost of operations for the summer programs. The summer programs will run from June 7, 2013 through July 26, 2013.
FUNDING SOURCE: TBD
- 06-27-13-12** To approve a contract with the St. Louis Urban Debate League (SLUDL) Advisory Board and the National Association for Urban Leagues (NAUDL) for the establishment of a St. Louis Urban Debate League in high schools within SLPS for the period September 1, 2013 through June 30, 2014. The cost will not exceed \$90,000 which is for stipends for coaches, transportation and facilities. No payments will be made to SLUDL or NAUDL.
FUNDING SOURCE: GOB
- 06-27-13-13** To approve a sole source contract with Harvey R. Fields, Jr. and Associates, LLC to provide site-based ACT preparation training and support for teachers and target students for the period July 1, 2013 through May 30, 2014 at a cost not to exceed \$20,970, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-14** To approve a contract with Abbott Ambulance, Inc. to provide stand-by ambulance services for all high and junior varsity football games for the period August 1, 2013 through December 31, 2013 at a cost not to exceed \$19,000.
FUNDING SOURCE: GOB
- 06-27-13-15** To approve a contract with Hackett Security, Inc. to provide security monitoring and investigative services for all District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$190,000, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-16** To approve a contract with Cintas to provide annual testing and inspection services of fire alarm systems in all District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$46,147, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-17** To approve a contract with Bieg Plumbing to provide inspections, testing and repair of the domestic backflow systems in all District schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$17,907, pending funding availability and legal review.
FUNDING SOURCE: GOB

- 06-27-13-18** To approve a contract with Johnson Controls to provide air conditioning chiller maintenance for District schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$35,151, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-19** To approve a contract with American Water to provide inspection, cleaning and water treatment of the cooling towers for District schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$15,852, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-20** To approve a contract with National Design Build Services to provide mechanical upgrades in the Gateway Complex for the period June 28, 2013 through August 31, 2014 at a cost not to exceed \$1,755,982.80 which includes a 10% contingency of \$159,634.80.
FUNDING SOURCE: HVAC
- 06-27-13-21** To approve a contract with World Wide Technology for CISCO SMARTNet to cover the wireless (WLAN) controllers in preparation of the deployment of dense wireless coverage in all schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$9,821, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-22** To approve a sole source contract renewal with College Summit for junior and senior year college access services and the Launch Program for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$330,320, pending funding availability.
FUNDING SOURCE: GOB and NON-GOB
- 06-27-13-23** To approve a sole source contract renewal with the Father Support Center to provide parenting support for teen fathers at Vashon, Sumner and Roosevelt High Schools for the period September 3, 2013 through May 20, 2014 at a cost not to exceed \$10,800, pending funding availability.
FUNDING SOURCE: NON-GOB
- 06-27-13-24** To approve a contract renewal with Our Little Haven to provide therapeutic day treatment services to identified preschool students for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$118,000, pending funding availability.
FUNDING SOURCE: NON-GOB
- 06-27-13-25** To approve a sole source contract renewal with Marilyn Bohnsack to act as a consultant to Early Childhood/Early Childhood Special Education for the period July 22, 2013 through May 23, 2014 at a cost not to exceed \$12,000, pending funding availability.
FUNDING SOURCE: NON-GOB
- 06-27-13-26** To approve a contract renewal with FUSE for marketing production and placement services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$150,000, pending funding availability.
FUNDING SOURCE: GOB

- 06-27-13-27** To approve a sole source contract renewal with the Twenty-Second Judicial Circuit Court of Missouri Family Court – Juvenile Division for the Truancy Initiative work for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$47,293, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-28** To approve a contract renewal with CTB/McGraw-Hill to purchase and administer the Acuity formative assessment program for grades 2-8 for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$335,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-29** To approve a contract renewal with Gilmore Bell to provide post issuance bond compliance services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$8,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-30** To approve a contract renewal with Accelify to provide third party Medicaid claiming management of direct therapy services and the School District Administrative Claiming (SDAC) program for the period July 1, 2013 through June 30, 2014 at a cost not to exceed 7.5% of the revenue generated on behalf of the District.
FUNDING SOURCE: NON-GOB
- 06-27-13-31** To approve a contract renewal with MyLearningPlan, an online electronic management system, for professional development and teacher certification for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$40,000.
FUNDING SOURCE: GOB
- 06-27-13-32** To approve a contract renewal with Dirsec for the internet filtering solution used on internet surfing at SLPS for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$33,400, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-33** To approve a contract renewal with TSI, Inc. to cover PBX Maintenance on the non E-rate schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$70,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-34** To approve a contract renewal with TSI, Inc. to cover cable repair and new wiring on the non E-rate schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$30,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-35** To approve a contract renewal with IPNS to cover the Wide Area Network (WAN) and Local Area Network (LAN) services and UPS replacement and services at the non E-rate schools for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$70,000, pending funding availability.
FUNDING SOURCE: GOB

- 06-27-13-36** To approve a contract renewal with Automated Data Process, Inc. (ADP) to provide benefits administration services for the period July 1, 2013 through December 31, 2013 at a cost not to exceed \$175,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-37** To approve a contract renewal with the University of Missouri-Columbia (MU/Missouri partnership for Educational Renewal [MPER] to provide the Teaching Fellows program for selected first year teachers for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$38,120, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-38** To approve a contract renewal with First Student Inc. for the FY2013-2014 transportation services in an amount not to exceed \$23,707,347, which also includes \$450,000 for Metro bus passes, pending funding availability.
FUNDING SOURCE: GOB and NON-GOB
- 06-27-13-39** To approve one (1) year contract renewals for the 2013-2014 school year with Metropolitan Taxicab Corporation, Express Medical Transporters, Inc. and Harris Taxicab Company to provide student transportation. The first six (6) months of services will be in an amount not to exceed \$1,000,000. When the comparison cost study of taxicab services is completed, staff will bring this item back to the Board of its proposed solutions and request the necessary additional funds.
FUNDING SOURCE: GOB
- 06-27-13-40** To approve a contract renewal with ARAMARK Management Services Limited Partnership to provide Facilities Management Services for maintenance, custodial and ground services for all buildings in the District for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$5,460,019.92, pending funding availability and legal review.
FUNDING SOURCE: GOB
- 06-27-13-41** To approve a contract renewal with Cooperating School District, in conjunction with Tremco/Weatherproofing Technologies to provide roofing inspections and repair and replacement services for District schools and buildings for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$500,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-42** To approve a Memorandum of Understanding with the Urban League Head Start for the period July 1, 2013 through June 30, 2014. The Urban League Head Start will help maximize the use of available local resources in providing special education and related services for the young children and their families.
- 06-27-13-43** To approve a Memorandum of Understanding with Grace Hill for the period July 1, 2013 through June 30, 2014. Grace Hill will help maximize the use of available local resources in providing special education and related services for the young children and their families.

- 06-27-13-44** To approve a Memorandum of Understanding with Gateway Greening to establish food producing gardens for selected District schools for the period July 1, 2013 through June 30, 2014.
- 06-27-13-45** To approve an Agency partnership Agreement with Jamison Memorial Human Resources and Development Agency to operate a 21st Century Community Learning Center for the period July 1, 2013 through June 30, 2014.
- 06-27-13-46** To approve the purchase of K12's A+ and Aventa Credit Recovery Software license through the Cooperating School District at a cost not to exceed \$300,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-47** To approve the purchase of the textbook, *United States Government, Principles and Practice* and resource materials from Holt/McDougal at a cost not to exceed \$173,768, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-48** To approve the printing cost for Ricoh to print the 2013-2014 Student Code of Conduct Handbook at a cost not to exceed \$24,606, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-49** To approve a sole source purchase from CTB/McGraw-Hill for the Grade Level Assessment (MAP and GLA) test at a cost not to exceed \$30,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-50** To approve a sole source purchase from American College Testing (ACT) for the EXPLORE and PLAN tests to include test booklets and score reports at a cost not to exceed \$60,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-51** To approve a sole source purchase from Questar Assessment, Inc. for the Missouri Assessment Program End of Course (MAP EOC) tests that includes purchase of online tests/scoring services at a cost not to exceed \$25,000, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-52** To approve the purchase of athletic equipment including 64 football helmets and uniforms for middle and high school sports programs from various vendors (listed in the background of the Resolution) at a cost not to exceed \$169,000, pending funding availability,
FUNDING SOURCE: GOB
- 06-27-13-53** To approve the purchase of safety and security officers' uniforms (up to 150) and equipment and supplies from Leon's Uniform Company at a cost not to exceed \$16,768, pending funding availability.
FUNDING SOURCE: GOB

- 06-27-13-54** To approve the purchase of musical equipment in the amount of \$50,377.06 from Virco through our US Communities Purchase Agreement and a grand piano in the amount of \$21,195 from Lacefield Music.
FUNDING SOURCE: GOB and Prop S
- 06-27-13-55** To approve the renewal of the Crime Insurance Policy with Travelers Insurance Company through our insurance broker Bell's and Associates for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$6,500, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-56** To approve the renewal of the School Board Management Liability insurance policy from State national Insurance (doing business as HISCOX) for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$156,776, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-57** To approve the purchase of a renewal All-Risk Property Insurance Policy from Travelers Insurance Company and Landmark Insurance Company through our insurance broker, Marsha USA for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$756,705, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-58** To approve the purchase of a renewal Excess Workers' Compensation Insurance Policy with Arch Insurance through our insurance broker, Marsh USA for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$234,504, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-59** To approve the purchase of a renewal Automobile Liability and Physical Damage Insurance Policy with State Farm for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$112,500, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-60** To approve the purchase of a renewal Boiler and Machinery Insurance Policy with Hartford Steam Boiler Insurance Company through our insurance broker Marsh USA for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$48,838, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-61** To approve a membership renewal with Cooperating School Districts for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$62,947, pending funding availability.
FUNDING SOURCE: GOB
- 06-27-13-62** To approve a sole source maintenance agreement with Scantron Corporation and Harland Technology for the period July 1, 2013 through June 30, 2014 in a total combined cost not to exceed \$19,498, pending funding availability.
FUNDING SOURCE: GOB



BOARD RESOLUTION

Date: May 1, 2013

Agenda Item : 06-06-13-01

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved:
Acceptance of Funds/Funding

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-17-12-06

Prior Year Cost \$29,499.00

SUBJECT: To ratify acceptance of funds from the Area Resources for Community and Human Services (ARCHS) up to \$29,500.00. These funds will support the work SLPS is doing for the 2013 Child Nutrition – Summer EBT for Children (SEBTC) Demonstration Program in St. Louis on behalf of the Missouri Department of Social Services (DSS).

BACKGROUND: Missouri Department of Social Services is the lead agency and USDA grantee and has contracted with ARCHS to be the lead project manager. ARCHS is contracting with SLPS to assist in testing a household based method of delivering nutrition assistance to low-income children during the summer, using Supplemental Nutrition Assistance Program (SNAP) Electronic Transfer technology.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 110-0000-000-00-110-5199	GOB	Requisition #:
Amount: \$29,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount \$29,500.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: John Windom

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 30, 2013

Agenda Item : 06-0613-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved:
Agency/Partnership Agreement
Previous Board Resolution #

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To ratify the agency partnership agreement with the Area Resources for Community and Human Services (ARCHS) which provides for payments to SLPS of up to \$29,500.00. These funds will support the work SLPS is doing for the 2013 Child Nutrition - Summer EBT for Children (SEBTC) Demonstration Program in St. Louis on behalf of the Missouri Department of Social Services (DSS). The period of the agreement will be January 1, 2013 to June 30, 2013.

BACKGROUND: Missouri Department of Social Services is the lead agency and USDA grantee and has contracted with ARCHS to be the lead project manager. ARCHS is contracting with SLPS to assist in testing a household based method of delivering nutrition assistance to low-income children during the summer, using Supplemental Nutrition Assistance Program (SNAP) Electronic Transfer technology.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: IV.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 110-0000-000-00-110-5199	GOB	Requisition #:
Amount: \$29,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount \$29,500.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: John Windom

John Windom, Exec. Director, Full Service Schools

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

2012 USDA Results:

Area Resources for Community and Human Services' (ARCHS) partnership with the USDA and State of Missouri provided more than 5,300 St. Louis children in the Saint Louis Public School District (SLPS) access to healthy meals during the 2012 summer months, while making an \$804,521 impact on the local economy in Summer Electronic Benefits Transfer for Children (SEBTC) benefits.

SLPS families selected for SEBTC benefits received \$60 per month per child in June and July, and a pro-rated amount in May and August based upon the school district's schedule. The benefits expired when school resumed in August because eligible children will then have free and reduced price meals available during school hours.

Families participating in the ARCHS' summer program used 93 percent of the funding available to them.

All households in the demonstration area with children from pre-kindergarten to 12th grade who received free and reduced price meals at school were qualified to be considered for SEBTC. Because this was a demonstration project, some families were randomly selected this spring to receive the benefit and others, who were not selected, participated in surveys.

Using the existing EBT system, this demonstration project tested the most effective way to provide food to low-income children during the summer when school is not in session and children do not have access to school meals. During the summer of 2011, Missouri successfully tested giving benefits to 2,538 children in the Kansas City, Hickman Mills, and Center School Districts, bringing an additional \$386,000 into local EBT authorized stores. In 2012, the project was expanded to St. Louis through ARCHS.

As part of the summer program, ARCHS also distributed 5,000 "Sesame Street: Food for Thought" packets to SLPS students during the spring of 2012. The packets focused on making healthy food choices and gave children tips on how to make their own nutritious snacks.

The 2012 Missouri project was a collaboration of the Departments of Social Services, Health and Senior Services, Elementary and Secondary Education, ARCHS, the Local Investment Commission (LINC), Saint Louis Public Schools, the Kansas City, Hickman Mills, and Center School Food Authorities.



BOARD RESOLUTION

Date: April 29, 2013

Agenda Item : 06-06-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved:

Contract Increase/Decrease

Previous Board Resolution # 02-17-11-07

Prior Year Cost \$2,225,000.00

Other Transaction Descriptors:

(i.e.: Sole Source, Ratification)

SUBJECT: To approve the amendment of Board Resolution 02-17-11-07, a contract with Environmental Consultants, LLC, to increase the cost by \$500,000.00. This increase will provide hazardous materials consulting services for Proposition S Bond construction projects to continue through October 29, 2013. If approved, the total cost of the Proposition S portion of the contract will now be \$2,500,000.00. This increase will be funded through the Proposition S Bond Program.

BACKGROUND: Recent audits by the Missouri Department of Natural Resources have cited the District for deficiencies related to past omissions of recordkeeping, disposal, training and safety programs concerning hazardous chemicals. Of the increase requested, \$300,000.00 will provide for consulting services related to the establishment of a District-wide Hazardous Waste Compliance Program that will address the disposal of unwanted and potentially dangerous chemicals in accordance with the MDNR regulations. The remaining \$200,000.00 will be allocated for consulting services to establish a new Lead-Based Paint Hazard Reduction Program. This program incorporates compiling detailed information of potential lead hazards on a building-by-building basis, training, communication, and recordkeeping to significantly reduce the potential of lead poisoning. This increase will be funded by the Proposition S Bond Program under Hazmat Consultant Services.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-910-2629-6319	Prop S	Requisition #: TBD
Amount: \$500,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$500,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:600013796

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 24, 2013

Agenda Item : 05-06-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved:
Contract Increase/Decrease
Previous Board Resolution # 05-05-11-21

Prior Year Cost \$2,000,000.00

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve the amendment of Board Resolution 05-05-11-21, a contract with ID/IQ Hazmat Contractors (Advanced Environmental, Alliance Certified Restoration, Brooks Environmental and Midwest Service Group) to increase the cost by \$1,000,000.00. This increase will enable the continuation of professional hazardous materials abatement services through October 29, 2013. If approved, the total cost of the contract will now be \$3,000,000.00. This increase will be funded through the Proposition S Bond Program.

BACKGROUND: The amount remaining in the initial contract for the ID/IQ (Indefinite Delivery/Indefinite Quantity) Hazmat Contractors is not sufficient enough to complete the remaining proposed Proposition S projects. With the compressed construction schedules, the increase of this contract will allow the hazmat work to continue without interruption. This increase will be funded by the Proposition S Bond Program under Building Envelope Upgrades at \$37,406,065.00. With this project approved, the balance in the Building Envelope Upgrades budget is \$1,911,825.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-910-2629-6333	Prop S	Requisition #: TBD
Amount: \$1,000,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$1,000,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: Multiple Vendors

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 26, 2013

Agenda Item : 06-06-13-05

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved:
Contract Increase/Decrease

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 10-18-12-12
Approve Cost \$8,000

SUBJECT: To approve the amendment of Board Resolution #10-18-12-12, for the increase in cost to collect data for the Math Success-ELLs grant by Meredith Vesoulis to include cost for 3 additional days because the grant evaluator increased the number of control and treatment groups by 30 teachers due to new National Science Foundation (NSF) guidelines. The contract with Meredith Vesoulis will increase by \$600. The total cost including the amendment will be \$8,600.

BACKGROUND: The original Board Resolution amount was based on the cost to continue the data collection for the buildings that were being serviced during the 2012-2013 school year. In order to provide the same number of treatment and control group teachers in the post assessment as were observed in the pre-assessment, after new NSF guidelines were published, the cost of the contract must be increased.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II-D

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 838-VU-293-1152-6319	Non-GOB	Requisition #: 10132192
Amount: \$600.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 600.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015094

Department: ESOL Program

Requestor: Nahed Chapman

Nahed Chapman, Exec. Dir., ESOL

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 30, 2013

Agenda Item: 06-06-13-06

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Nahed Chapman, Exec. Dir., ESOL

Action to be Approved:
Contract Increase/Decrease

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 11-15-12-27
Approved Cost \$56,455

SUBJECT: To approve the amendment of Board Resolution # 11-15-12-27, for the increase in cost of the services provided by Creative Smarts (formerly Greg Tang, LLC) to include the additional services for the development and the presentation of a Train the Trainers session on August 27, 2013. The contract with Creative Smarts will be increased by \$19,600. The total cost of the contract including the amendment will be \$76,055.

BACKGROUND: The original Board Resolution was based on the cost to train 1) eleven mainstream K-5 teachers as Math Leaders during two 2-day sessions (Dec., 2012 and Feb. 2013) and 2) to present with two associates at a mini-conference (May 29-31, 2013) for 45 K-5 mainstream grant teachers. The amendment for \$19,600 will add an additional day of training, August 27, 2013 for eleven Math Leaders. This includes the cost of the professional development plus the cost of compiling, editing and producing Train the Trainers materials based on the work Greg Tang has done and will do with the 45 grant teachers between August, 2012 and May, 2013. August 27, 2013 he will train the Math Leaders to present the materials. The result will be SLPS tailored training materials by Greg Tang based on MAP data presented and eleven math trainers within the district that can provide math professional development to elementary SLPS teachers.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II-D

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 838-VU-293-1152-6319	Non-GOB	Requisition #: 10132609
Amount: \$19,600.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$19,600.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 60014708

Department: ESOL Program

Requestor: Nahed Chapman

Angela Banks, Budget Director

Nahed Chapman, Exec. Dir., ESOL

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

7/29/2013

 **BOARD RESOLUTION**

Date: April 29, 2013

Agenda Item: 06-06-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Contract

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a sole source contract with EnTeam Organization. EnTeam will provide a unique proprietary curriculum and professional development opportunity for Transition Summer School 9th graders for the period of May 27th, 2013 through June 28, 2013, in an amount not to exceed \$10,000.

BACKGROUND: EnTeam offers a series of gaming activities and learning processes that supplement Covey's Seven Habits of Highly Effective Teens designed to raise academic achievement and improve student behavior by creating a learning environment that challenges students to bring out the best in each other. Educators enjoy their work in the classroom when students take responsibility for learning. When staff members use the EnTeam tools, students learn to work in small teams and develop skills needed for true cooperative learning. The impact of teacher collaboration on academic achievement, student behavior, and teacher satisfaction to the classroom will be assessed to measure the efficacy of the EnTeam services. St. Louis Public Schools will assist EnTeam in the assessment process by providing data that pertains to the impact of the EnTeam activities for students and teachers.

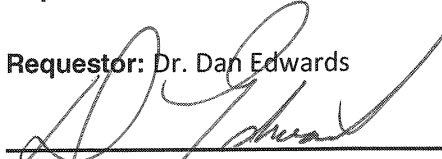
Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** 4


FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 816-VL-293-1151-6319	Non-GOB	Requisition #: 10134694
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$10,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600013498

Department: HSGI


Requestor: Dr. Dan Edwards


 Dr. Dan Edwards, Assoc. Supt., Secondary Schools


 Dr. Nicole Williams, Dep. Supt., Academics


 Angela Banks, Budget Director


 Leon Fisher, CFO/Treasurer


 Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Dan Edwards	Date: April 10, 2013
Department / School: HSGI	Phone Number: 314-345-2488
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
<p>EnTeam Organization provides a unique, proprietary curriculum and professional development opportunity for Transition Summer School 9th graders. EnTeam uses a series of specially designed and tested EnTeam games to support the concepts in the curriculum of Seven Habits of Highly Effective Teens. The goal of EnTeam games is to prepare freshmen to be successful high school students by engaging them in collaborative win-win activities that teach organizational skills and social skills that lead to strong academic achievement. When staff members use the EnTeam tools, students learn to work in small teams and develop skills needed for true cooperative learning.</p>	
Vendor Name: EnTeam Organization	Email: www.enteam.org
Vendor Contact: Ted Wohlfarth	Phone Number: 314-877-6452
Justification Information	
1. Why the uniquely specified goods are required?	
EnTeam Organization toolbox of games will supplement the Check and Connect Social Workers' task of presenting High School Orientation using Seven Habits of Highly Effective Teens. The toolbox of EnTeam games correspond to Covey's Seven Habits of Highly Effective Teens.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The Transition Summer School will utilize EnTeam games in conjunction with Covey's Seven Habits to prepare freshmen students to use collaborative learning successfully to help reduce the dropout rate in the six grant high schools. The organizational and social skills of Seven Habits and EnTeam will help students develop the seven core competencies needed to explore and identify their future goals and understand why high school is relevant and develop a need to stay in school	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
The EnTeam Organization exclusively produces the cooperative learning games and training.	
4. List the Names of other Vendors contacted & Price Quotes:	
Because of the unique nature of EnTeam Organization games no other vendors or given.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

One-of-a-kind The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

Compatibility The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

Replacement Part The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

Research Continuity The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

Unique Design The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

Emergency URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.



BOARD RESOLUTION

Date: April 29, 2013

Agenda Item : 06-06 13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a contract with Midwest Litigation Services for personnel hearing legal services beginning July 1, 2013 through June 30, 2014 at a cost not exceed \$10,000.00.

BACKGROUND: Midwest Litigation Services is the court reporter vendor that the District has used for certificated and non certificated employee hearings. The benefit of having this service on contract would be to ensure that the anticipated amount, based on previous years, would be encumbered. Transcripts of personnel hearings are mandatory per R.S.Mo 536.070(4).

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 990-00-110-2832-6319	GOB	Requisition #:
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$10,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012966

Department: Human Resources


Requestor: Dr. James Henderson


Dr. James Henderson, Chief Human Resource Officer


Mary M. Houlihan, Dep. Supt., Operations


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent

Missouri Revised Statutes

Chapter 536 Administrative Procedure and Review Section 536.070

August 28, 2012

Evidence--witnesses--objections--judicial notice--affidavits as evidence-- transcript.

536.070. In any contested case:

- (1) Oral evidence shall be taken only on oath or affirmation;
- (2) Each party shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not the subject of the direct examination, to impeach any witness regardless of which party first called him or her to testify, and to rebut the evidence against him or her;
- (3) A party who does not testify in his or her own behalf may be called and examined as if under cross-examination;
- (4) Each agency shall cause all proceedings in hearings before it to be suitably recorded and preserved. A copy of the transcript of such a proceeding shall be made available to any interested person upon the payment of a fee which shall in no case exceed the reasonable cost of preparation and supply;
- (5) Records and documents of the agency which are to be considered in the case shall be offered in evidence so as to become a part of the record, the same as any other evidence, but the records and documents may be considered as a part of the record by reference thereto when so offered;
- (6) Agencies shall take official notice of all matters of which the courts take judicial notice. They may also take official notice of technical or scientific facts, not judicially cognizable, within their competence, if they notify the parties, either during a hearing or in writing before a hearing, or before findings are made after hearing, of the facts of which they propose to take such notice and give the parties reasonable opportunity to contest such facts or otherwise show that it would not be proper for the agency to take such notice of them;
- (7) Evidence to which an objection is sustained shall, at the request of the party seeking to introduce the same, or at the instance of the agency, nevertheless be heard and preserved in the

record, together with any cross-examination with respect thereto and any rebuttal thereof, unless it is wholly irrelevant, repetitious, privileged, or unduly long;

(8) Any evidence received without objection which has probative value shall be considered by the agency along with the other evidence in the case. The rules of privilege shall be effective to the same extent that they are now or may hereafter be in civil actions. Irrelevant and unduly repetitious evidence shall be excluded;

(9) Copies of writings, documents and records shall be admissible without proof that the originals thereof cannot be produced, if it shall appear by testimony or otherwise that the copy offered is a true copy of the original, but the agency may, nevertheless, if it believes the interests of justice so require, sustain any objection to such evidence which would be sustained were the proffered evidence offered in a civil action in the circuit court, but if it does sustain such an objection, it shall give the party offering such evidence reasonable opportunity and, if necessary, opportunity at a later date, to establish by evidence the facts sought to be proved by the evidence to which such objection is sustained;

(10) Any writing or record, whether in the form of an entry in a book or otherwise, made as a memorandum or record of an act, transaction, occurrence or event, shall be admissible as evidence of the act, transaction, occurrence or event, if it shall appear that it was made in the regular course of any business, and that it was the regular course of such business to make such memorandum or record at the time of such act, transaction, occurrence, or event or within a reasonable time thereafter. All other circumstances of the making of such writing or record, including lack of personal knowledge by the entrant or maker, may be shown to affect the weight of such evidence, but such showing shall not affect its admissibility. The term "business" shall include business, profession, occupation and calling of every kind;

(11) The results of statistical examinations or studies, or of audits, compilations of figures, or surveys, involving interviews with many persons, or examination of many records, or of long or complicated accounts, or of a large number of figures, or involving the ascertainment of many related facts, shall be admissible as evidence of such results, if it shall appear that such examination, study, audit, compilation of figures, or survey was made by or under the supervision of a witness, who is present at the hearing, who testifies to the accuracy of such results, and who is subject to cross-examination, and if it shall further appear by evidence adduced that the witness making or under whose supervision such examination, study, audit, compilation of figures, or survey was made was basically qualified to make it. All the circumstances relating to the making of such an examination, study, audit, compilation of figures or survey, including the nature and extent of the qualifications of the maker, may be shown to affect the weight of such evidence but such showing shall not affect its admissibility;

(12) Any party or the agency desiring to introduce an affidavit in evidence at a hearing in a contested case may serve on all other parties (including, in a proper case, the agency) copies of such affidavit in the manner hereinafter provided, at any time before the hearing, or at such later time as may be stipulated. Not later than seven days after such service, or at such later time as may be stipulated, any other party (or, in a proper case, the agency) may serve on the party or the agency who served such affidavit an objection to the use of the affidavit or some designated

portion or portions thereof on the ground that it is in the form of an affidavit; provided, however, that if such affidavit shall have been served less than eight days before the hearing such objection may be served at any time before the hearing or may be made orally at the hearing. If such objection is so served, the affidavit or the part thereof to which objection was made, may not be used except in ways that would have been permissible in the absence of this subdivision; provided, however, that such objection may be waived by the party or the agency making the same. Failure to serve an objection as aforesaid, based on the ground aforesaid, shall constitute a waiver of all objections to the introduction of such affidavit, or of the parts thereof with respect to which no such objection was so served, on the ground that it is in the form of an affidavit, or that it constitutes or contains hearsay evidence, or that it is not, or contains matters which are not, the best evidence, but any and all other objections may be made at the hearing. Nothing herein contained shall prevent the cross-examination of the affiant if he or she is present in obedience to a subpoena or otherwise and if he or she is present, he or she may be called for cross-examination during the case of the party who introduced the affidavit in evidence. If the affidavit is admissible in part only it shall be admitted as to such part, without the necessity of preparing a new affidavit. The manner of service of such affidavit and of such objection shall be by delivering or mailing copies thereof to the attorneys of record of the parties being served, if any, otherwise, to such parties, and service shall be deemed complete upon mailing; provided, however, that when the parties are so numerous as to make service of copies of the affidavit on all of them unduly onerous, the agency may make an order specifying on what parties service of copies of such affidavit shall be made, and in that case a copy of such affidavit shall be filed with the agency and kept available for inspection and copying. Nothing in this subdivision shall prevent any use of affidavits that would be proper in the absence of this subdivision.

(L. 1945 p. 1504 §§ 7, 8, A.L. 1957 p. 748 § 536.080, A.L. 1978 S.B. 661, A.L. 2011 H.B. 265)

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Missouri General Assembly



BOARD RESOLUTION

Date: April 27, 2013

Agenda Item : 06-26-13-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-48

Prior Year Cost \$500,000.00

SUBJECT: To approve a contract renewal with EDMIN to provide an annual assessment management software license, test bank license, and support services (i.e. user administration site, professional development). The contract will be for the period July 1, 2013 through June 30, 2014. The cost shall not exceed \$290,000.00 which includes a service bank to cover development of key accountability reports.

BACKGROUND: This assessment management system will provide formative benchmark assessments for high school and performance monitoring and reporting capabilities for grades K-12. This will be the second renewal period of the three year renewal option.

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 984-00-110-2822-6319	GOB	Requisition #:
Amount: \$290,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$290,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014519

Department: Accountability

Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: April 24, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: EDMIN, Inc.		Vendor #: 600014519
Contract # / P.O/ #: 4500163322 & 4500163321		Contract Name: EDMIN
Contract Amount: \$ 500,000.00		Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 X 3 2 1	
Business Relations	X 4 3 2 1	
Customer Satisfaction	5 X 3 2 1	
Cost Control	5 X 3 2 1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 27, 2013

Agenda Item : 06-0613-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Rachel Seward, Dep. Supt., Institutional Advancement

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 10-18-12-14

Prior Year Cost \$10,000

SUBJECT: To approve the contract renewal with Writing Works for grant writing services for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$10,000.00.

BACKGROUND: Writing Works has assisted SLPS in securing three grants for a total award amount of \$662,851. The grants. The grants received are as follows: Missouri Foundation of Health (\$182,123), Daughters of Charity (\$50,000), and St. Louis Mental Health Board (\$300,000).

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.3

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 973-00-110-2518-6319	GOB	Requisition #:
Amount: \$10,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$10,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004835

Department: Development Office

Requestor: Linda Riekens

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Rachel Seward, Dep. Supt., Institutional Advancement



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 4/23/13
Dept / School: Development Office		Reported By: Linda Riekes
Vendor: Writing Works		Vendor #: 600004835
Contract # / P.O. #: 4500165371		Contract Name: Grant Writing Services
Contract Amount: \$ 10,000.00		Award Date: 10-18-12
Purpose of Contract (Brief Description): To provide grant writing services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 4 3 2 1	SLPS was awarded 3 grants based on proposals written by the consultant.
Timeliness of Delivery or Performance	5 X 4 3 2 1	All work must be completed on time to be submitted for grants.
Business Relations	5 4 X 3 2 1	
Customer Satisfaction	5 X 4 3 2 1	SLPS has been awarded grants in the amount of \$662,851.
Cost Control	5 X 4 3 2 1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 27, 2013

Agenda Item : 06-06-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Rachel Seward, Dep. Supt., Institutional Advancement

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-17-12-18 & 02-21-13-02

Prior Year Cost \$65,000

SUBJECT: To approve a contract renewal with Sharon Slane to provide consulting services and grant writing services. The contract is for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$65,000.00.

BACKGROUND: The consultant, Sharon Slane, will continue to work with the Development and Partnership Office to design, develop, and submit grants. The grants will include technology, early childhood, parent engagement, and college access.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 973-00-110-2518-6319	GOB	Requisition #:
Amount: \$65,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$65,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005507

Department: Development Office

Requestor: Linda Riekes

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Rachel Seward, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: 04/16/2013
Dept / School: Development Office		Reported By: Linda Riekes
Vendor: Sharon Slane		Vendor #: 600013821
Contract # / P.O/ #:		Contract Name: Consulting Services and Grant Writing Services
Contract Amount: \$65,000		Award Date: 5/17/12 and 2/21/13
Purpose of Contract (Brief Description): Consulting Services and Grant Writing Services		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	Have won 5 grants this year worth more than \$5,000,000.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5X	
	4	
	3	
	2	
	1	
Business Relations	5 X	
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	The District continues to win grants based on Sharon's grant writing skills.
	4	
	3	
	2	
	1	
Cost Control	5 X	
	4	
	3	
	2	
	1	
Average Score	3	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 25, 2013

Agenda Item : 06-06-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution #08-23-12-08

Prior Year Cost \$25,000.00

SUBJECT: To approve a contract renewal with American Boiler & Mechanical, Inc. to provide boiler inspections and repair services for District schools and buildings for the period beginning July 1, 2013 and ending June 30, 2014, at a cost not to exceed \$25,000.00, pending legal review and availability of funds.

BACKGROUND: Annual maintenance and repairs are required to ensure boiler systems continue to function and provide comfortable school temperatures consistent with high quality learning and in compliance with all applicable laws and safety standards. These boilers must be inspected and certified by the Missouri Boiler and Pressure Vessel Unit. These services are specialized and beyond the capabilities of our own staff to repair steam and hot water boilers, including repair, removal or replacement of boiler tubes; any code welding to vessels, associated piping and components; repair/replacement of fire brick; all refractory work associated with boilers; and component replacement to include header valves, piping and/or controls. This contract will be the first year of the three year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$25,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$25,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002817

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 04/23/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: American Boiler & Mechanical		Vendor #: 600011976
Contract # / P.O. #: 4500163061		Contract Name: Boiler Inspections & Repair Services
Contract Amount: \$ 25,000.00		Award Date: August 23, 2012
Purpose of Contract: Provide boiler inspections and repair services for District wide schools and buildings		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <input checked="" type="checkbox"/> 4 3 2 1	Provide solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 <input checked="" type="checkbox"/> 4 3 2 1	Very quick to respond
Business Relations	5 <input checked="" type="checkbox"/> 4 3 2 1	Good customer service
Customer Satisfaction	5 <input checked="" type="checkbox"/> 4 3 2 1	Had no problems or complaints with the customers
Cost Control	5 <input checked="" type="checkbox"/> 4 3 2 1	Met all performance requirements; Effective corrective actions
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 24, 2013

Agenda Item: 06-06-13-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-38

Prior Year Cost \$300,000.00

SUBJECT: To approve a contract renewal with Cord Moving and Storage Company, Fry Wagner Moving and Storage and Brown-Kortkamp Moving and Storage to provide District-wide moving, relocation and storage services beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$300,000.00, pending legal review and availability of funds.

BACKGROUND: With 77 open schools, 35 closed schools and 5 other buildings in the District, moving and relocation of schools and equipment is a continuous function throughout the school year and in the summer months. Multiple vendors are selected because of scheduling, manpower and cost. They will conduct moving operations for specialized moves (i.e., pianos); building reconfigurations; school relocation moves due to closures; decommissioning of schools due to closures; inter-school moves (equipment from one school to another or from school to an event); storage moves (equipment or furniture to the warehouse); textbook redistribution and/or storage; test delivery and pick up; library packing and real estate cleaning. This contract will be the third year of the three year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 919-00-110-2649-6319	GOB	Requisition #: TBD
Amount: \$300,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$300,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Annual		Report Date: 04/23/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: Cord Moving & Storage		Vendor #: 600005914
Contract # / P.O. #: 4500163069		Contract Name: Moving and Relocation Services
Contract Amount: \$ 100,000.00		Award Date: June 26, 2012
Purpose of Contract: Provide moving and relocation services for all District wide schools and buildings.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <input checked="" type="checkbox"/> 4 3 2 1	Provide solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 <input checked="" type="checkbox"/> 4 3 2 1	Very quick to respond
Business Relations	5 <input checked="" type="checkbox"/> 4 3 2 1	Good customer service
Customer Satisfaction	5 <input checked="" type="checkbox"/> 4 3 2 1	Had no problems or complaints with the customers
Cost Control	5 <input checked="" type="checkbox"/> 4 3 2 1	Met all performance requirements; Effective corrective actions
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Annual		Report Date: 04/23/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: Fry-Wagner Moving & Storage		Vendor #: 600013862
Contract # / P.O. #: 4500163070		Contract Name: Moving and Relocation Services
Contract Amount: \$ 100,000.00		Award Date: June 26, 2012
Purpose of Contract: Provide moving and relocation services for all District wide schools and buildings.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <input checked="" type="checkbox"/> 4 3 2 1	Provide solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 <input checked="" type="checkbox"/> 4 3 2 1	Very quick to respond
Business Relations	5 <input checked="" type="checkbox"/> 4 3 2 1	Good customer service
Customer Satisfaction	5 <input checked="" type="checkbox"/> 4 3 2 1	Had no problems or complaints with the customers
Cost Control	5 <input checked="" type="checkbox"/> 4 3 2 1	Met all performance requirements; Effective corrective actions
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give
	Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Annual		Report Date: 04/23/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: Brown-Kortkamp Moving & Storage		Vendor #: 600005864
Contract # / P.O. #: 4500163071		Contract Name: Moving and Relocation Services
Contract Amount: \$ 100,000.00		Award Date: June 26, 2012
Purpose of Contract: Provide moving and relocation services for all District wide schools and buildings.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Provide solutions to problems and performs quality workmanship
	<u>4</u>	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Very quick to respond
	<u>4</u>	
	3	
	2	
	1	
Business Relations	5	Good customer service
	<u>4</u>	
	3	
	2	
	1	
Customer Satisfaction	5	Had no problems or complaints with the customers
	<u>4</u>	
	3	
	2	
	1	
Cost Control	5	Met all performance requirements; Effective corrective actions
	<u>4</u>	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 24, 2013

Agenda Item: 06-06-13-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-27 & 11-15-12-02

Prior Year Cost \$67,600.00

SUBJECT: To approve a contract renewal with Engineered Fire Protection, Inc. to provide inspections and repair services for fire sprinklers and associated backflow preventers in selected District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$67,600.00, pending legal review and availability of funds.

BACKGROUND: Yearly inspections of fire sprinkler systems at selected District schools and buildings are required to ensure compliance with all local, state and federal codes. The vendor will be responsible for conducting the annual inspections, proposing repairs and repairing the systems as approved. This service will ensure the District's compliance with the City Fire Marshall. This contract will be the second year of the three year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$67,600.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$67,600.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013287

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 04-23-13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: Engineered Fire Protection, Inc.		Vendor #: 600013287
Contract # / P.O. #: 4500163521		Contract Name: Fire Sprinkler Inspection & Repair
Contract Amount: \$ 67,600.00		Award Date: June 26, 2012 & November 15, 2012
Purpose of Contract: Provide inspection and repair services for fire sprinklers and associated backflow preventers in select District wide schools and buildings.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <u>4</u> 3 2 1	Provide solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 <u>4</u> 3 2 1	Very quick to respond
Business Relations	5 <u>4</u> 3 2 1	Good customer service
Customer Satisfaction	5 <u>4</u> 3 2 1	Had no problem or complaints with the customers
Cost Control	5 <u>4</u> 3 2 1	Met all performance requirements; Effective corrective actions
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 26, 2013

Agenda Item : 06-06-13-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-29 & 11-15-12-04

Prior Year Cost \$39,831.00

SUBJECT: To approve a contract renewal with McCann Pest & Termite Control to provide pest control services for all District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$39,831.00, pending legal review and availability of funds.

BACKGROUND: Integrated pest management services are required for the eradication and control of pests in all buildings and locations operated by the District. The work covered by this specification includes the development and implementation of pest extermination procedures and schedules with a quality assurance program involving safe product selection and determination of time and location of applications in each building. The vendor will furnish all materials, tools, and equipment necessary to accomplish the program as developed. This contract will be the second year of the three year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-110-2623-6336	GOB	Requisition #: TBD
Amount: \$39,831.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$39,831.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001168

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final x Annual		Report Date: 04/23/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: McCann Pest & Termite Control		Vendor #: 600001168
Contract # / P.O/ #: 4500163146		Contract Name: Pest Control Services –District wide
Contract Amount: \$ 39,831.00		Award Date: June 26, 2012 and November 15, 2012
Purpose of Contract: Provide pest control services to all District wide schools and buildings.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 <input checked="" type="checkbox"/> 4 3 2 1	Provide solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 <input checked="" type="checkbox"/> 4 3 2 1	Very quick to respond
Business Relations	5 <input checked="" type="checkbox"/> 4 3 2 1	Good customer service
Customer Satisfaction	5 <input checked="" type="checkbox"/> 4 3 2 1	Had no problems or complaints with the customers
Cost Control	5 <input checked="" type="checkbox"/> 4 3 2 1	Met all performance requirements; Effective corrective actions
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give
	Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 24, 2013

Agenda Item : 06-06-13-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-39 & 11-15-12-11

Prior Year Cost \$20,750.00

SUBJECT: To approve a contract renewal with Cintas Fire Protection Co. to provide fire extinguisher inspections, repair and replacement services for District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$40,000.00, pending legal review and availability of funds.

BACKGROUND: Yearly inspections and maintenance of fire extinguisher systems at all District schools and buildings are required to ensure compliance with all local, state and federal codes. In addition, a mandated, six-year maintenance inspection is also scheduled during the 2013-2014 school year. The vendor will be responsible for conducting the yearly inspections and repair of all fire extinguishers and equipment according to local, state and (NFPA) federal codes and regulations; updating tags on all fire extinguishers; replace defective and missing fire extinguishers; supply the District with an electronic inventory of all fire extinguishers per school with type, size and quantity; provide proposals to the District to upgrade all extinguishers to pass inspections and, as needed and requested by the District, to repair damaged and defective fire extinguishers. This contract will be the second year of the three year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

Fund Source: 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$40,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$40,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011353

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final x Annual		Report Date: 04-23-13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: Cintas Fire Protection Co.		Vendor #: 600011353
Contract # / P.O. / #: 4500163058		Contract Name: Fire Extinguisher Inspection/Repair
Contract Amount: \$ 20,750.00		Award Date: June 26, 2012 & November 15, 2012
Purpose of Contract: Provide fire extinguisher inspection, repair and replacement services for District wide schools and buildings.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 3 2 1	Provide solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 4 3 2 1	Very quick to respond
Business Relations	5 4 3 2 1	Good customer service
Customer Satisfaction	5 4 3 2 1	Had no problems or complaints with the customers
Cost Control	5 4 3 2 1	Met all performance requirements; Effective corrective actions
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give
	Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 24, 2013

Agenda Item : 06-06-13-17

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-28 & 11-15-12-03

Prior Year Cost \$253,000.00

SUBJECT: To approve a contract renewal with Advanced Elevator Company, Inc. to provide elevator inspections, certifications and maintenance services for District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$253,000.00, pending legal review and availability of funds.

BACKGROUND: Annual state inspections, certifications and routine maintenance are required under the Missouri Division of Fire Safety Elevator Safety Unit. This contract will be funded by the General Operating Fund.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-110-2623-6333	GOB	Requisition #: TBD
Amount: \$253,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$253,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004233

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Annual		Report Date: 04/23/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: Advanced Elevator Company		Vendor #: 6000004233
Contract # / P.O. #: 4500158013		Contract Name: Elevator Inspection & Maintenance
Contract Amount: \$ 253,000.00		Award Date: June 26, 2012 and November 15, 2012
Purpose of Contract: Provide elevator inspection, maintenance and repair services for District wide schools and buildings.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 3 2 1	Provide solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	5 4 3 2 1	Very quick to respond
Business Relations	5 4 3 2 1	Good customer service
Customer Satisfaction	5 4 3 2 1	Had no problems or complaints with the customers
Cost Control	5 4 3 2 1	Met all performance requirements; Effective corrective actions
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 24, 2013

Agenda Item : 06-06 13-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-30 & 11-15-12-05

Prior Year Cost \$265,806.00

SUBJECT: To approve a contract renewal with IESI (formerly known as Crown/Excel Disposal, LLC) to provide solid waste management services in selected District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$271,122.00, pending legal review and availability of funds.

BACKGROUND: A contract extension was negotiated with Cooperating School District in conjunction with IESI to provide all necessary labor, equipment and materials to remove solid waste for District schools and buildings. This extended contract will add a recycling program to reduce the amount of normal waste going to landfills. It will also help prevent sanitation problems and will ensure the District complies with the City Health Department. This contract is the second year of the four year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-110-2623-6336	GOB	Requisition #: TBD
Amount: \$271,122.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$271,122.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011414

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Annual <input type="checkbox"/>		Report Date: 04/23/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: IESI formerly Crown Excel Disposal		Vendor #: 600011414
Contract # / P.O. #: 4500163064		Contract Name: Trash and solid waste management
Contract Amount: \$ 265,806.00		Award Date: June 26, 2012 and November 15, 2012
Purpose of Contract: Provide solid waste management service for District wide schools and buildings.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Satisfactory: Notice minor complaints throughout the District. Mostly satisfied with corrective action. Some dumpsters are not emptied (reasons unresolved)
	<u>4</u>	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Mostly responded quickly to our needs and requests
	<u>4</u>	
	3	
	2	
	1	
Business Relations	5	Satisfactory communications and documentation. Responds immediately to most calls, but not all.
	<u>4</u>	
	3	
	2	
	1	
Customer Satisfaction	<u>5</u>	Satisfied: Vendor was willing to adjust the scope of work and services as we closed facilities or asked to reduce service at facilities. (Winter & Summer Break)
	4	
	3	
	2	
	1	
Cost Control	<u>5</u>	No Surprises; gave accurate proposals for services and did not go over on costs
	4	
	3	
	2	
	1	
Average Score	4.4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



Board Resolution

Date: April 23, 2013

Agenda Item: 06-0613-19

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action: X

Action to be Approved:

Other Transaction Descriptors: _____

X Contract Renewal

Previous Bd. Res. # 06-07-12-10

Previous Year Cost \$ 174,000.00

SUBJECT:

To approve a contract renewal with SoftChoice for the Microsoft School Agreement and other computer applications from July 1, 2013 to June 30, 2014 at a cost not to exceed \$174,000.00

BACKGROUND:

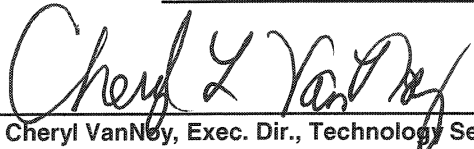
This service is to provide the Microsoft Suite products, the antivirus software - Sophos, and the internet filtering application. These products are all used on our hardware systems which supply application & protection. The internet filtering application is a mandate of MoreNet and/or e-Rate funding.

Accountability Plan Goal: Goal III: Facilities, Resources Support Objective/Strategy: III.B.

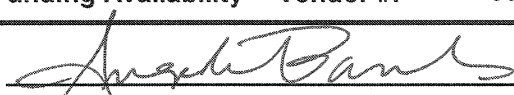
FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)

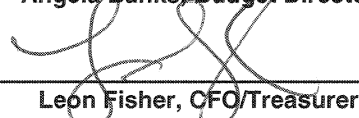
Fund Source:	981 - L3 - 110 - 2223 - 6441	GOB	Requisition #:
Amount:	\$ 174,000.00		
Fund Source:	- - - -		Requisition #:
Amount:			
Fund Source:	- - - -		Requisition #:
Amount:			
Cost not to Exceed:	\$ 174,000.00	<input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600000772


Department: Information Technology Services


 Cheryl VanNoy, Exec. Dir., Technology Services


 Mary M. Houlihan, Dep. Supt., Operations


 Angela Banks, Budget Director


 Leon Fisher, CFO/Treasurer


 Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 03/01/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: SoftChoice		Vendor #: 600000772
Contract # / P.O. #: 4500163292		Contract Name: SoftChoice
Contract Amount: \$174,000.00		Award Date: June 7, 2012
Purpose of Contract (Brief Description): SoftChoice will provide the licenses for Microsoft Suite products, anti-virus software, and internet filtering application.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	X5	
	4	
	3	
	2	
	1	
Business Relations	X5	
	4	
	3	
	2	
	1	
Customer Satisfaction	X5	
	4	
	3	
	2	
	1	
Cost Control	X5	
	4	
	3	
	2	
	1	
Average Score	5	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 23, 2013

Agenda Item: 06-0613-20

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-47 & 10-18-12-20

Prior Year Cost \$37,720.00

SUBJECT: To approve the contract renewal with TALX Corporation to provide the Electronic Pay Advices and W-2's for employees. The renewal period will be July 1, 2013 through June 30, 2014 at a cost not to exceed \$35,000.00.

BACKGROUND: TALX Corporation won the RFP to provide the system to provide Electronic Pay Advices to employees. The implementation period was completed and the system has been operational since October of 2012.

Electronic Pay Advices are providing a Cost Savings to the District in terms of forms, toner and labor hours required to produce the paper deposit slips. It also provides the advantage of easy, secure 24/7 access to pay information by our employees.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 977-00-110-2523-6319	GOB	Requisition #:
Amount: \$35,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$35,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014656

Department: Paryoll

Requestor: Judith Gaughan

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 04/23/13
Dept / School: Payroll		Reported By: Judy Gaughan
Vendor: TALX Corporation		Vendor #: 600014656
Contract # / P.O. #: 4500165187		Contract Name: Electronic Pay Advices
Contract Amount: \$37,720.00		Award Date: June 26 and October 18, 2012
Purpose of Contract (Brief Description): To provide electronic pay advices and W-2's to employees.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4X 3 2 1	The end product is quite an improvement over our old pay slips
Timeliness of Delivery or Performance	5X 4 3 2 1	TALX is very good to work with. We had 'SLPS' delays, but they rolled with us well – accommodating our needs/priorities.
Business Relations	5X 4 3 2 1	No issues. Delivered as promised.
Customer Satisfaction	5X 4 3 2 1	
Cost Control	5X 4 3 2 1	No surprises!
Average Score	4.8	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 23, 2013

Agenda Item : 06-06-13-21

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-45

Prior Year Cost \$117,500.00

SUBJECT: To approve a contract renewal with Cannon Cochran Management Services, Inc. (CCMSI) for Workers' Compensation Claims Administration and Loss Control Services. The services are for the period July 1, 2013 to June 30, 2014. The cost of the contract will not exceed \$117,500.00.

BACKGROUND: The District is self-insured for workers' compensation claims in the State of Missouri. As such, it utilizes the services of a Third Party Administrator (TPA) to administer its workers' compensation obligations to its employees. The TPA works closely with the District's staff and workers' compensation legal representation to manage claims in accordance with the District's claim management philosophy. CCMSI also participates as a member of the District Safety and Risk Management Committee.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6356	GOB	Requisition #:
Amount: \$117,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$117,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002925

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: April 23, 2013
Dept / School: Risk Management		Reported By: Kevin Coyne
Vendor: CCSI		Vendor #: 600002925
Contract # / P.O/ #:		Contract Name: Workers' Compensation Claims Administration and Loss Control Services
Contract Amount: \$ 117,500.00		Award Date: 06-26-12
Purpose of Contract (Brief Description): To provide workers' compensation claims administration and loss control services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Claims handling is very strong and they follow direction well.
	4 X	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4X	
	3	
	2	
	1	
Business Relations	5 X	Very responsive to every request and participates on Safety and Risk Management Committee.
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	
	4	
	3	
	2	
	1	
Cost Control	5 X	The cost has not increased for 6 years.
	4	
	3	
	2	
	1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 1, 2013

Agenda Item : 06-06-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Deanna Anderson, Exec. Dir., Transportation

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-44

Prior Year Cost \$154,331.00

SUBJECT: To approve a one (1) year contract renewal with Enterprise Fleet Management, Inc. to provide a managed fleet program that includes leasing, rental, maintenance, fuel and disposal. The amount for FY12-13 was \$154,331, which includes fuel cost. These services will be provided from July 1, 2013 through June 30, 2014 at a cost not to exceed \$154,331, which includes fuel cost.

BACKGROUND: See attachment

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.F.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 918-00-110-5115-6546	GOB	Requisition #:
Amount: \$154,331.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$154,331.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007352

Department: Transportation

Requestor: Deanna J. Anderson

Angela Banks, Budget Director

Deanna Anderson, Exec. Dir., Transportation

Leon Fisher, CEO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

**Fleet Management Resolution Backup Documentation
April 30, 2013**

- Current fleet configuration of the District is:
 - Owns 62 vehicles (62 in FY11-12)
 - Leases 20 vehicles (24 in FY11-12)
 - District insures 72 vehicles (72 in FY11-12)
 - Aramark insures 10 vehicles (10 in FY11-12)
- Of the 72 insured
 - 40 used by Buildings, Grounds, and Maintenance
 - 25 used by Security
 - 1 Utility
 - 3 used by IT
 - 1 used at the school
 - 2 used by Food Services
- Continue to match vehicle selection to proper job application
- Continue to utilize the partnership with Enterprise and sell the vehicles that will be removed from the fleet in FY13-14
- Remove 3 vehicles from the Security fleet
- Investigate replacing vehicles with safer and more fuel efficient vehicles which could result in a future cost savings of the fleet
- Cost of contract for full year, including fuel, will be \$154,331. Approximate cost of leases, maintenance, and fuel for FY12-13 is \$154,331. Cost will remain the same even though fuel price has increased. This will be accomplished by maintaining the existing and reducing the spare vehicles in the fleet.



BOARD RESOLUTION

Date: April 24, 2013

Agenda Item : 06-06-13-23

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved:
Memorandum of Understanding

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-03-12-20

SUBJECT: To approve the renewal of a Memorandum of Understanding (MOU) with the University of Missouri Extension to provide nutrition education in the St. Louis Public Schools (10 schools) and to participate in community health awareness activities. The MOU will be for the period July 1, 2013 to June 30, 2014.

BACKGROUND: The nutrition education program includes lessons for students in grades 1-12. The program is currently in 10 schools and has been very well received by staff and students. The program is currently active at Henry, Griscom, Lexington, Hamilton, Adams, Peabody, Stix ECC, Laclede, Long and Hickey and serves approximately 3,840 students.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Food & Nutrition Service

Requestor:

Althea Albert-Santiago, Director, Food Service

Rachel Seward, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the University of Missouri Extension (“Agency”) on this 1st day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between University of Missouri Extension and the St. Louis Public Schools in order to provide nutrition education in the St. Louis Public Schools and to participate in health awareness activities.

1. Fundraising: It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

2. Limitation of Liability: Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

3. Background Checks: All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no

negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

4. Student Information: The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

5. Obligations of SLPS:

- (a) Provide a staff member to be present and aid in the supervision of the classroom during FNEP programming.
- (b) Provide a quiet space for nutrition education activities which is favorable to learning.
- (c) Schedule classes to assure an efficient use of time.
- (d) St. Louis Public Schools authorizes Althea Albert-Santiago, Health & Wellness Coordinator and Director of Food Service to work as point of contact.
- (e) Provide food allergy information for purposes of food demonstrations.

6. Obligations of Agency:

- (a) Provide a series of lessons appropriate for the grade level.
- (b) Notify the agency of any schedule changes or absences that will result in cancellation of classes for the day.

7. Success of this program will be measured using the following Performance Standards:

Performance Standards: Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency’s compliance with the following performance standards:

- (a) The Agency will provide a series of lessons appropriate for the grade level that meet the Missouri Grade Level Expectations
- (b) The Agency will participate in Health fairs, parent assembly meetings and PTO programs offered throughout the District
- (c) Will provide nutrition education to over 100 students during the school year.

(d) The Agency will evaluate nutrition education programming at the end each session.

(e) The Agency will keep current records of SLPS students participating MO Extension Nutrition Programs and submit a monthly all students participating in the program.

8. Term and Termination: The term of the MOU will be from July 1, 2013 the Effective Date) through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

University of Missouri Extension

By: _____
Name: _____
Title: _____

By: Sue Wille
Name: Sue Wille _____
Title: Project Director _____

Memorandum of Understanding

Performance Standard(s)

Report

Agency: University of Missouri Extension

School: Multiple Schools

From: May 4, 2012 **To:** June 30, 2013

Performance Standard 1: The agency will provide a series of lessons appropriate for the grade level that meet the Missouri Grade Level Expectations _____

Status: This agency has developed nutrition lessons that are aligned with the GLEs in every core subject. The agency conducts both a pre-test and a post-test to measure the impact of the classes. As of today the agency has taught 120 classes on varies nutrition topics. All of the health educators have done a great job ensuring that the students are enjoying the classes. _____

Performance Standard 2: The Agency will participate in Health fairs, parent assembly meetings and PTO programs offered throughout the District _____

Status: Due to budget cuts, the Missouri Extension staff has not been able to attend any health fairs, parent assembly meetings or PTO meetings.

Performance Standard 3: Will provide nutrition education to over 100 students during the school year _____

Status: This agency has educated 3,840 students during the school year _____

Performance Standard 4: The Agency will evaluate nutrition education programming at the end of each session.

Status: This agency evaluates the nutrition program offered to the students before and after each session to ensure that the students understand the material taught in each class.

Performance Standard 5: The Agency will keep current records of SLPS students participating in MO Extension Nutrition programs and submit a monthly report

Status: The Program Manager currently tracks all nutrition education classes taught throughout the District, at this time 3,840 students and 99 teachers have participated in the program. The Program Manager also submits a monthly report indicating the number of participants in the program.

Submitted by: Althea Albert-Santiago

Date: March 29, 2013

Reviewed by: _____

Date: _____

Recommendation:

X Continue

Discontinue



BOARD RESOLUTION

Date: April 25, 2013

Agenda Item: 06-06-13-24

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved:
Memorandum of Understanding
Previous Board Resolution # 06-26-12-52

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a Memorandum of Understanding (MOU) with Saint Louis University's Department of Nutrition and Dietetics. Saint Louis University Department of Nutrition and Dietetics will conduct training and menu development, support SLPS in the increased use of locally grown produce and provide nutrition education to promote healthy eating as a part of the Farm-to-School Program. The MOU will be for the period July 1, 2013 to June 30, 2014.

BACKGROUND: SLU has received a three year grant to support SLPS in the initiative identified above. They will provide and conduct cooking demonstrations and taste testings to engage students and their families in the project. They will work with the food service provider to process locally grown produce.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Food & Nutrition Service

Requestor:

Angela Banks, Budget Director

Althea Albert-Santiago, Director, Food Service

Leon Fisher, CFO/Treasurer

Rachel Seward, Dep. Supt., Institutional Advancement

Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and Saint Louis University (“Agency”) on this 1st day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Saint Louis University and the St. Louis Public Schools in order to provide parents with new strategies and resources for promoting healthy nutrition and lifestyle practices in their homes, particularly as they affect their young children.

1. Fundraising: It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

2. Limitation of Liability: Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

3. Background Checks: All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

4. Student Information: The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to

the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

5. Obligations of SLPS:

- (a) SLPS will provide the facility to process the locally/regionally grown foods for the elementary schools.
- (b) Allow for the time of the SLPS Director of Food Services to support the grant activities such as menu planning, analysis, education planning.
- (c) Provide access to the students in the schools receiving the locally grown processed foods for educations about nutrition, the farmers, and where their food comes from.
- (d) Promote the activities proposed by the applicant organization such as the Recipes from Home Contest, development of the “Hub Tubs” for the nutrition education.
- (e) Provide for promotion of the Hub Tubs and placement in appropriate school libraries.
- (f) Assist in evaluation of the effectiveness of the program.

6. Obligations of Agency:

- (a) Evaluate the capacity of the three high schools
- (b) Assist in the development of the food processing capacity in the three high schools as they are established.
- (c) Assist in creating school lunch menus to include the locally grown produce and education about the food.
- (d) SLPS will provide the facility to process the locally/regionally grown foods for the elementary schools.
- (e) Allow for the time of the SLPS Director of Food Services to support the grant activities such as menu planning, analysis, education planning.

- (f) Promote the activities proposed by the applicant organization such as the Recipes from Home Contest, development of the “Hub Tubs” for the nutrition education.
- (g) Provide for promotion of the Hub Tubs and placement in appropriate school libraries.
- (h) Assist in evaluation of the effectiveness of the program.

7. Success of this program will be measured using the following Performance Standards:

Performance Standards: Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency’s compliance with the following performance standards:

- (a) The Agency will evaluate nutrition education programming at the end of each session.
- (b) The Agency will provide 3000 pounds of apples for applesauce in the first year of the HELP-SLPS grant.

8. Term and Termination: The term of the MOU will be from July 1, 2013 (the Effective Date) through June 30, 2014, unless earlier terminated by either party by providing thirty (30) days’ written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Saint Louis University

By: _____
 Name: _____
 Title: _____

By: _____
 Name: _____
 Title: _____

Memorandum of Understanding
Performance Standard(s)
Report

Agency: Saint Louis University – Department of Nutrition

Schools: Various Schools

From: July 1, 2012 To: June 30, 2013

Performance Standard 1: The Agency will evaluate nutrition education programming at end of each session

Status: The SLU graduate students have conducted nutrition education workshops at four schools; Central Visual and Performing Arts High School, Adams Elementary School, Dewey School of International Studies, and Washington Montessori Elementary School. All of the nutrition education workshops are conducted during P.E. classes. Student feedback: we enjoyed the classes, we look forward to the graduate students coming back to our school, we enjoyed playing the My Plate Game and learning about the benefits of eating healthy. At this time, 769 students have participated in the program.

Performance Standard 2: The Agency will provide 3,000 pounds of apples for applesauce in the first year of the HELP-SLPS grant.

Status: St. Louis University has met their goal of processing 3,000 pounds of apples into applesauce for HELP-SLPS in the first year. All of the schools are receiving applesauce as a part of the menu.

Performance Standard 3: _____

Status: _____

Performance Standard 4: _____

Status: _____

Submitted by: Althea Albert-Santiago

Date: March 26, 2013

Reviewed by: _____

Date: _____

Recommendation:

X Continue

Discontinue



BOARD RESOLUTION

Date: May 1, 2013

Agenda Item: 06-06-13-25

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Nicole Williams, Dep. Supt., Academics

Action to be Approved:
Memorandum of Understanding

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a MOU with the Sumner Advisory Board of Directors and the Saint Louis School District for the 2013-2014 school session.

BACKGROUND: As part of the Superintendent's "Creating Great Options Initiative," the District is establishing a portfolio of schools designed to meet the varying educational needs of the student populations served in the City of St. Louis. The District is seeking to sponsor schools willing to make a commitment to high academic achievement and willing to base their right to operate on the same. A central component of the Performance-based agreement will be the academic performance of the students. The District's partnership shall be contingent on an annual review of the academic progress of students by the District. The District will include performance-based requirements.

Accountability Plan Goals:

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount: 0		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

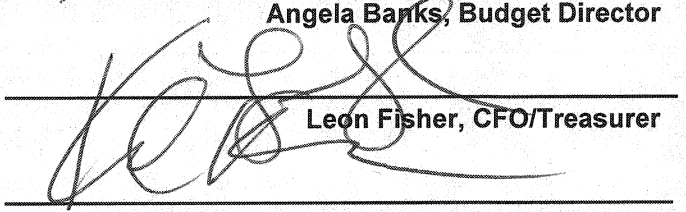
Department:

Requestor:


Dr. Nicole Williams, Dep. Supt., Academics



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 27, 2013

Agenda Item : 06-06-13-2b

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Membership

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-17

Prior Year Cost \$6,500.00

SUBJECT: To approve a membership renewal with the University of Missouri-Columbia [Missouri Partnership for Educational Renewal (MPER)] beginning July 1, 2013 through June 30, 2014 at a cost not exceed \$5,250.00.

BACKGROUND: Through this partnership, SLPS has benefited through the variety of opportunities provided by MPER. The most positive fiscal opportunity in which we participate is the MU Fellows Program, which results in a positive cash flow of approximately \$11,000 per site. Participation in the various opportunities offered by MPER assist the District's efforts to recruit, develop, and retain its highly qualified teachers.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.F

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 990-00-110-2832-6319	GOB	Requisition #:
Amount: \$5,250.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$5,250.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012170

Department: Human Resources

Requestor: Dr. James Henderson

Dr. James Henderson, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



MPER

MU Partnership for Educational Renewal

2013-2014 Dues Invoice

Dr. Kelvin Adams, Superintendent of Schools
St. Louis City School District
801 N 11th St
St. Louis MO 63101

Dues Structure	
Tier I Districts pay	\$ 5,250
Tier II Districts pay	\$ 4,000
Tier III Districts pay	\$ 2,750

Invoice # 2013-22

07-01-13	<p>Your school district falls into Tier I of the MPER dues structure for July 1, 2013 - June 30, 2014. Please note: The amount of this invoice reflects the \$1,000 reduction in membership fees for one year per the Governing Board's decision of 2013.</p> <p>Per the MU Partnership for Educational Renewal Charter, membership dues are to be paid prior to the Fall Governing Board meeting.</p>	\$ 5,250
Total Amount Due		\$ 5,250

Please submit payment CHECK to:

University of Missouri
c/o Shawna Nichols
MPER
304 Hill Hall
Columbia, MO 65211

Checks must be made payable to:
University of Missouri

School's Copy



BOARD RESOLUTION

Date: April 29, 2013
 To: Special Administrative Board
 From: Dr. Kelvin R. Adams

Agenda Item: 06-06-13-27
 Information:
 Action:

Action to be Approved: Membership Renewal

Other Transaction Descriptors:
 (i.e.: Sole Source, Ratification)

Previous Board Resolution Number: 05-17-12-30
 Previous Amount: \$15,000

SUBJECT: To approve a membership renewal with the Missouri School Boards' Association (MSBA) for the period July 1, 2013 through June 30, 2014 in an amount not to exceed \$15,750, pending the availability of funds.

BACKGROUND: MSBA is a non-profit organization that provides guidance in public school governance helping school boards to succeed.

Accountability Plan Goal(s): Goal V: Governance

Objective/Strategy: V.E


FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 800-00-110-2311-6381		Requisition #:
Amount: \$15,750		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$15,750.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600009315


Department: Superintendent's Office



 Angela Banks, Budget Director



 Leon Fisher, CFO/Treasurer



 Dr. Kelvin R. Adams, Superintendent

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Missouri School Boards' Association

2100 I-70 Drive Southwest
Columbia, MO 65203

(573) 445-9920 (800) 221-6722
Fax (573) 445-9933

*Paid
3/28/13
rl*

Dues Statement

Date	Invoice #
03/25/2013	32367

Bill To

Attn: Accounts Payable
Mr. Rick Sullivan
St. Louis City
801 N 11th St
Saint Louis, MO 63101-1015

Remit to: MSBA, Lockbox 162, California, MO 65018

Description	Amount
MSBA Membership Dues through 6/30/2014	\$15,750.00
<p>Your annual dues for FY13-14 are calculated on your district's Current Expenditures as reported to DESE. Please return payment with a copy of the invoice by June 30, 2013.</p>	

Line Item Total	Freight	Handling	Other	Tax	Subtotal	Amount Received	Amount Due
\$15,750.00					\$15,750.00	\$0.00	\$15,750.00

Contributions or gifts to the Missouri School Boards' Association are not deductible as charitable contributions for federal income tax purposes. (This statement is required by Section 10701, Revenue Act of 1987.)



BOARD RESOLUTION

Date: April 30, 2013

Agenda Item : 06-06-13-28

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a sole source purchase with Houghton Mifflin Harcourt for instructional materials for Advanced Placement Chemistry for all the high schools in the St. Louis Public School District for 2013-2014 school year at a cost not to exceed \$18,674.50.

BACKGROUND: The Advanced Placement Chemistry team met to review new books and has recommended that Chemistry AP* Edition by Zumdahl is the best choice for three main reasons: 1) The materials are more thoroughly covered than the others, 2) It provides the highest DOK level questions, and 3) It has best end of section reviews for students. This purchase has the support/approval from the office of Curriculum & Instruction. The Chemistry AP* Edition by Zumdahl was selected by the AP textbook committee based on its unique design.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 4

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 816-V3-293-1151-6319	Non-GOB	Requisition #: 10134631
Amount: \$18,674.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$18,674.50	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002453

Department: APiP

Requestor: Dr. Dan Edwards


Dr. Dan Edwards, Assoc. Supt., Secondary Schools

 4/29/2013
Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Dan Edwards	Date: April 10, 2013
Department / School: Secondary Education	Phone Number:
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Chemistry AP* Edition by Zumdahl	
Vendor Name: Houghton Mifflin Harcourt	Email: kathy.gander@hmhpub.com
Vendor Contact: Kathy Gander	Phone Number: 800.479.9799 EXT 3482
Justification Information	
1. Why the uniquely specified goods are required?	
<ul style="list-style-type: none"> • The materials are more thoroughly covered than the others. • It provides the highest DOK level questions. • It has best end of section reviews for students. 	
2. Why good or services available from other vendors /competitors are not acceptable?	
This vendor will provide a complete set of teacher resource, free of charge, for every teacher currently teaching the course.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
Brooks/Cole, Freeman, Prentice Hall, Wiley	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
ChanTam Trinh, APIP Project Coordinator	February 25, 2013
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

One-of-a-kind The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

Compatibility The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

Replacement Part The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box, you must complete the following task:

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

Prior to checking this box, you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

Research Continuity The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box, you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

Unique Design The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box, you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

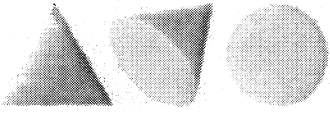
Emergency URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box, you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are no met, then the item must be bid.



Houghton Mifflin Harcourt

Cost Proposal
Prepared For

St Louis City Public Sch Dist

801 N 11th St
Saint Louis MO 63101

Attention:
Chan Tam Trinh
chantam.trinh@slps.org

For the Purchase of:

A&E Science - Chemistry

Prepared By
Kathy Gander
kathy.gander@hnhpub.com

ATTN: This Proposal is not approved and is not valid



Houghton Mifflin Harcourt

Attention:
Chan Tam Trinh
chantam.trinh@slps.org

Customer Service
1900 S. Batavia Ave.
Geneva, IL 60134
FAX: 888-872-8380

Proposal Date: 3/7/2013

Proposal for

Expiration Date: 4/21/2013

ATTN: This Proposal is not approved and is not valid

ISBN	Title	Sale Price	Purchase Quantity	Purchase Amount	Complimentary Quantity	Complimentary Value
Student						
1545657	DRAFT Student Edition (High School AP [®] Edition)	\$169.00	100	\$16,900.00		
Total for Student				\$16,900.00		
Teacher						
1545660	DRAFT Annotated Teacher's Edition	\$235.00			5	\$1,175.00
1545667	DRAFT Fast Track to a 5 AP test-prep workbook	\$33.75			5	\$168.75
1545670	DRAFT Student Solutions Manual	\$85.00			5	\$425.00
1545672	DRAFT AP Teacher's Resource Guide	\$9.75			5	\$48.75
1545665	DRAFT AP Lab Manual	\$58.25			5	\$291.25
1545662	DRAFT Teacher's Resource Manual to Lab Manual	\$9.75			5	\$48.75
1547637	DRAFT Assessment Question Booklet	\$10.00			5	\$50.00
1545668	DRAFT Inquiry Based Learning Guide	\$30.00			5	\$150.00
Total for Teacher						\$2,357.50
Total for -				\$16,900.00		\$2,357.50

Proposal Summary

Total Value of Proposal: \$21,032.00
Total Complimentary: \$2,357.50
Subtotal Purchase Amount: \$16,900.00
Shipping & Handling (10.50%): \$1,774.50
Total Cost of Proposal (PO Amount): \$18,674.50

Houghton Mifflin Harcourt

Attention:
Chan Tam Trinh
chantam.trinh@slps.org

Customer Service
1900 S. Batavia Ave.
Geneva, IL 60134
FAX: 888-872-8380

Proposal Date: 3/7/2013

Proposal for

Expiration Date: 4/21/2013

ATTN: This Proposal is not approved and is not valid

Total Cost of Proposal (PO Amount): \$ 18,674.50

Total Value of Proposal: \$ 21,032.00

Total Savings: \$ 2,357.50

This is a cost proposal only. Orders submitted under this proposal on or before the expiration date are subject to acceptance at Houghton Mifflin Harcourt's main office and are subject to the applicable terms in Houghton Mifflin Harcourt's invoice issues for such order.

Date of Proposal: 3/7/2013

Proposal Expiration Date: 4/21/2013

Houghton Mifflin Harcourt

Prices: Prices quotes are wholesale school prices and do not include transportation charges unless otherwise stated in this proposal. These wholesale school prices apply to the educational customers of Houghton Mifflin Harcourt. Prices quoted are valid for orders submitted on or before the expiration date set forth in the proposal.

Educational customers are billed at wholesale school price, f.o.b. shipping point, with a prepaid transportation charge and, unless the customer specifically requests otherwise, a charge for our guarantee of delivery is added to the invoice when shipped via U.S. Postal service. For educational customers preferring f.o.b. destination billing, ten and a half percent (10.5%) of wholesale school price is added and we pay transportation charges and guarantee delivery. Prices do not include any sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Houghton Mifflin Harcourt.

Upon receipt of purchase order, gratis items will be shipped in direct proportion to pupil materials purchased. If purchases vary from those included in this proposal, gratis items will change accordingly. Gratis items may also change if purchase is other than a direct school district to publisher order, such as via a third-party vendor or jobber.

 Houghton Mifflin Harcourt

Attention:
Chan Tam Trinh
chantam.trinh@slps.org

Customer Service
1900 S. Batavia Ave.
Geneva, IL 60134
FAX: 888-872-8380



BOARD RESOLUTION

Date: April 30, 2013

Agenda Item : 06-0613-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a sole source purchase with Houghton Mifflin Harcourt for instructional materials for Advanced Placement Calculus for all the high schools in the St. Louis Public School District for 2013-2014 school year at a cost not to exceed \$25,608.38.

BACKGROUND: The Advanced Placement Calculus team met to review new books and has recommended that Larson Calculus of a Single Variable is the best choice for three main reasons: 1) The materials are more thoroughly covered than the others, 2) It provides the highest DOK level questions , and 3) It has the best end of section reviews for students. This purchase has the support/approval from the office of Curriculum & Instruction. The Larson Calculus of a Single Variable was selected by the AP textbook committee based on its unique design.

Accountability Plan Goals: Goal I: Student Performance

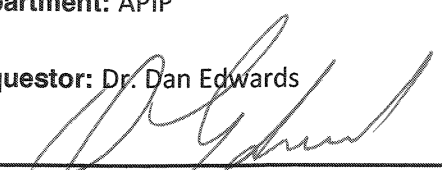
Objective/Strategy: 4

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 816-V3-293-1151-6319	Non-GOB	Requisition #: 10134560
Amount: \$25,608.38		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$25,608.38	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600002453

Department: APIP

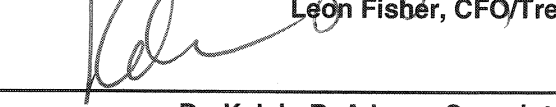
Requestor: Dr. Dan Edwards


Dr. Dan Edwards, Assoc. Supt., Secondary Schools

 4/24/2013
Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Dan Edwards	Date: April 10, 2013
Department / School: Secondary Education	Phone Number:
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Larson Calculus of a Single Variable, Tenth Edition 2014	
Vendor Name: Houghton Mifflin Harcourt	Email: kathy.gander@hmhpub.com
Vendor Contact: Kathy Gander	Phone Number: 800.479.9799 EXT 3482
Justification Information	
1. Why the uniquely specified goods are required?	
<ul style="list-style-type: none"> • The materials are more thoroughly covered than the others. • It provides the highest DOK level questions. • It has best end of section reviews for students. 	
2. Why good or services available from other vendors /competitors are not acceptable?	
This vendor will provide a complete set of teacher resource, free of charge, for every teacher currently teaching the course.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
Brooks/Cole, Freeman, Prentice Hall, Wiley	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
ChanTam Trinh, APIP Project Coordinator	February 25, 2013
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

One-of-a-kind The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

Compatibility The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

Replacement Part The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box, you must complete the following task:

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

Prior to checking this box, you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

Research Continuity The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box, you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

Unique Design The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box, you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

Emergency URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box, you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are no met, then the item must be bid.



Houghton Mifflin Harcourt

Cost Proposal

Prepared For

St Louis City Public Sch Dist

801 N 11th St

Saint Louis MO 63101

Attention:

Chan Tam Trinh

chantam.trinh@slps.org

For the Purchase of:

Calculus

Prepared By

Kathy Gander

kathy.gander@hmqpub.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Attention:

Chan Tam Trinh

chantam.trinh@slps.org

Customer Service

1900 S. Batavia Ave.

Geneva, IL 60134

FAX: 888-872-8380

**Proposal for
St Louis City Public Sch Dist
Calculus**

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
Larson Calculus of a Single Variable, Tenth Edition © 2014						
1545592	9781285060330 Student Edition, Single Variable (High School AP Edition)	\$154.50	150	\$23,175.00		
Total for Larson Calculus of a Single Variable, Tenth Edition © 2014				\$23,175.00		
Teacher						
1545779	9781285063263 Fast Track to a 5 AP testprep workbook	\$30.75			5	\$153.75
1545778	9781285063041 AP Teacher's Resource Guide and Lesson Plans	\$9.75			5	\$48.75
1543254	9781285085760 Complete Solutions Guide, Volume 1 (Ch. P-5)	\$28.50			5	\$142.50
1545784	9781285085777 Complete Solutions Guide, Volume 2 (Ch. 6-11)	\$28.50			5	\$142.50
1537908	9781285094458 PowerLecture CDROM with ExamView (High School AP Edition)	\$50.00			5	\$250.00
1543257	9781285076300 CourseMate with eBook Printed Access Card	\$95.25			5	\$476.25
Total for Teacher						\$1,213.75
Total for -				\$23,175.00		\$1,213.75

Proposal Summary	Total Value of Proposal:	\$26,822.13
	Total Complimentary:	\$1,213.75
	Subtotal Purchase Amount:	\$23,175.00
	Shipping & Handling (10.50%):	\$2,433.38
	Total Cost of Proposal (PO Amount):	\$25,608.38

Houghton Mifflin Harcourt

Attention:
Chan Tam Trinh
chantam.trinh@slps.org

Customer Service
1900 S. Batavia Ave.
Geneva, IL 60134
FAX: 888-872-8380

Proposal Date: 3/7/2013

Proposal for
St Louis City Public Sch Dist
Calculus

Expiration Date: 4/21/2013

Total Cost of Proposal (PO Amount):		\$ 25,608.38	
Total Value of Proposal:	\$ 26,822.13	Total Savings:	\$ 1,213.75

This is a cost proposal only. Orders submitted under this proposal on or before the expiration date are subject to acceptance at Houghton Mifflin Harcourt's main office and are subject to the applicable terms in Houghton Mifflin Harcourt's invoice issues for such order.

Date of Proposal: 3/7/2013

Proposal Expiration Date: 4/21/2013



Houghton Mifflin Harcourt

Prices: Prices quotes are wholesale school prices and do not include transportation charges unless otherwise stated in this proposal. These wholesale school prices apply to the educational customers of Houghton Mifflin Harcourt. Prices quoted are valid for orders submitted on or before the expiration date set forth in the proposal.

Educational customers are billed at wholesale school price, f.o.b. shipping point, with a prepaid transportation charge and, unless the customer specifically requests otherwise, a charge for our guarantee of delivery is added to the invoice when shipped via U.S. Postal service. For educational customers preferring f.o.b. destination billing, ten and a half percent (10.5%) of wholesale school price is added and we pay transportation charges and guarantee delivery. Prices do not include any sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Houghton Mifflin Harcourt.

Upon receipt of purchase order, gratis items will be shipped in direct proportion to pupil materials purchased. If purchases vary from those included in this proposal, gratis items will change accordingly. Gratis items may also change if purchase is other than a direct school district to publisher order, such as via a third-party vendor or jobber.



Houghton Mifflin Harcourt

Attention:
Chan Tam Trinh
chantam.trinh@slps.org

Customer Service
1900 S. Batavia Ave.
Geneva, IL 60134
FAX: 888-872-8380



BOARD RESOLUTION

Date: April 26, 2013

Agenda Item : 060613-30

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-86

Prior Year Cost \$ 80,000

SUBJECT: To approve a purchase through Universal Business Supply to purchase the iPad covers for District use. The cost will not exceed \$80,000.00 during the 2013-14 school year.

BACKGROUND: Universal Business Supply is an SLPS vendor that is used for purchasing business supplies and other products. The cost, per cover, has been reduced by \$1 over the previous year.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-75-110-2828-6411	GOB	Requisition #:
Amount: \$80,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$80,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007542

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 04/23/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: Universal Business Supply		Vendor #: 600007542
Contract # / P.O. #: Various		Contract Name: Universal Business Supply
Contract Amount: \$80,000		Award Date: June 26, 2012
Purpose of Contract (Brief Description): Universal Business Supply is the preferred vendor on the Speck Covers for the iPad purchases.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	Excellent protection for iPads.
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	X5	The delivery of this vendor is timely.
	4	
	3	
	2	
	1	
Business Relations	X5	Universal and SLPS have a great working relationship.
	4	
	3	
	2	
	1	
Customer Satisfaction	X5	The District is pleased with their supplies and support.
	4	
	3	
	2	
	1	
Cost Control	X5	The cost, per cover, has been reduced by \$1 over the previous year.
	4	
	3	
	2	
	1	
Average Score	5	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: April 29, 2013

Agenda Item : 06-06-13-31

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Nicole Williams, Dep. Supt., Academics

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 08-23-12-01

Prior Year Cost \$775,000.75

SUBJECT: To approve the purchase of Replacement Textual Materials for the period beginning July 1, 2013 through June 30, 2014 with multiple vendors (listed below) at a cost not to exceed \$600,000.00.

BACKGROUND: Textual materials are required to support the District's approved curriculum. These materials must be purchased to replace consumed, lost and/or damaged books annually. The District will continue to purchase replacement textual materials from the following:

American Technical Publishers, Bedford Freeman Worth Publishing, Cengage Learning, Chicago Architecture Foundation, Davis Publications, DC Heath and Company, Follett Educational Services, Glencoe/McGraw-Hill, Goodheart Wilcox, Holt McDougal, Holt Rinehart and Winston, Houghton Mifflin, Jones and Bartlett, MacMillan/McGraw Hill, McDougal-Littell, Pearson Learning, Pearson/Prentice Hall, Pearson/Scott Foresman, Perfection Learning, Prentice Hall, Scholastic, Scott Foresman, Sopris West (Voyager Learning), SRA/McGraw-Hill, Textbook Brokers, Inc.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.5.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-00-110-2218-6421	GOB	Requisition #:
Amount: \$600,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$600,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Curriculum & Instruction

Requestor: Sheila Smith-Anderson

Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

4/29/2013

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 29, 2013

Agenda Item : 06-06-13-32

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Letter of Credit

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-79

Prior Year Cost \$33,375.00

SUBJECT: To approve the purchase of a US Bank Letter of Credit in the amount of \$2,225,000 which is required for the renewal of the Excess Workers' Compensation Bond with Travelers Insurance Company. The Letter of Credit will be for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$33,375.00.

BACKGROUND: Based on the District's financial condition, Travelers Insurance Company requires that the District's Excess Workers' Compensation Bond be fully collateralized by a letter of credit. The District has secured a letter of credit with US Bank with no collateral requirement at a cost of \$33,375.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6356	GOB	Requisition #:
Amount: \$33,375.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$33,375.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012051

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 29, 2013

Agenda Item : 06-06-13-33

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-81

Prior Year Cost \$11,125.00

SUBJECT: To approve the purchase of a renewal Excess Workers' Compensation Bond with Travelers Insurance Company through our insurance broker, Marsh USA. The renewal period will be July 1, 2013 through June 30, 2014 at a cost not to exceed \$11,125.00.

BACKGROUND: The Excess Workers' Compensation Bond is the security required by the State of Missouri as collateral for the payment of workers' compensation claims under the District's approved workers' compensation self-insurance program.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6356	GOB	Requisition #:
Amount: \$11,125.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$11,125.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: April 27, 2013

Agenda Item : 06-06-13-24

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Policy Adoption/Change

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To rescind the current Board Policy 5125.1.1 entitled Students Records - Glossary of Terms, and to adopt revised Policy 5125.1.1 to replace it. The revisions in the policy will align it with the Student Code of Conduct Handbook. This policy change shall be effective immediately upon SAB approval.

BACKGROUND: The current policy is inconsistent with the current Student Code of Conduct Handbook. This change will bring the two into alignment.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: II.F.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Pending Funding Availability		Vendor #:

Department: Human Resources

Requestor:

Dr. James Henderson, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

SPECIAL ADMINISTRATIVE BOARD OF THE
TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS
INSTRUCTIONAL SERVICES

Regulation # 512.1.1

STUDENTS

ELEMENTARY, MIDDLE AND SECONDARY

Progress

Student Records -- Glossary of Terms

Definitions

The various terms used in these regulations are defined below:

1. "Access" means inspection or copying of a student record in whole or in part.
2. "School Officials" consists of four groups:
 - a. School administrators, teachers and counselors who are employed by the Board of Education and who are working directly with students in an administrative, teaching, counseling and/or diagnostic capacity.
 - b. Other professional staff members employed by or under contract with the district to perform a special task such as an attorney, auditor, medical consultant, evaluators, psychologists, social workers, and therapists whose duties require that they have access to student records.
 - c. A person who is employed by the school district's law enforcement unit.
 - d. Administrative office staff and clerical personnel who are employed by the Board of Education and whose duties require that they have access to student records for the purpose of processing information for student records.
 - e. The members of the Board of Education, the superintendent of schools, associate superintendents and assistant superintendents and their agents and representatives who are employed by the board, whose duties pursuant to the general supervision of the school system require access to student records.

3. "Directory Information" means information contained in a student record which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:
 - a. Student's name
 - b.
 - e. Major field of study
 - f. Participation in officially recognized activities and sports
 - g. Weight and height of members of athletic teams
 - h. Dates of attendance
 - i. Degrees and awards received
 - j. The most recent previous educational agency or institution attended by the student.
4. "Disclosure" means permitting access or the release, transfer, or other communication (orally or in writing, or by electronic means, or by other means) of student records of a student or the personally identifiable information contained therein to any party.
5. "Eligible student" means any current or former student who is 18 years of age or older (or a former student, regardless of age who has enrolled in a higher education institution), unless such student is a special education student and is legally determined to be incompetent to make privacy decisions for himself or herself and for whom legal guardianship or conservatorship is required beyond the age of eighteen (18).
6. "Parent" means a student's father or mother, or guardian or an individual acting as a parent of a student in the absence of a parent or guardian. The term as used in this regulation may include a divorced or separated parent, unless school officials have been provided with clear evidence that there is a state law or court order or other legally binding document which terminates or clearly restricts the parent's rights in such a manner that such parent's access to a student's records is prohibited. The mere awarding of custody to one parent does not terminate the rights of the non-custodial parent except where the divorce decree or custody order clearly states that the non-custodial parent's rights have been terminated or that the parent has no right of access to the student's records. However, the right of access to student records accorded by

this regulation does not accord the non-custodial parent the right of access to the student on school premises.

“Parent” includes a parent of a special education student who is legally determined to be incompetent to make privacy decisions for himself or herself and for whom legal guardianship or conservatorship is required beyond the age of eighteen (18).

7. "Party" means an individual, agency, institution or organization.
8. "Personally identifiable" information or data includes, but is not limited to:
 - a. The name of a student, the student's parents or other family member
 - b. The address of a student or student's family
 - c. A personal identifier, such as the student's social security number or student number
 - d. A list of personal characteristics that would make the student's identity easily traceable
 - e. Other information that would make the student's identity easily traceable
9. "Student" means any person who is or has been in attendance in an elementary, middle or secondary school in the St. Louis Public Schools and regarding whom the St. Louis Public Schools maintain education records. The term does not include a person about whom the school system maintains information relative only to that person's employment by the school system.
10. "Student Records" consist of all information or data recorded in any medium, (including but not limited to handwriting, print, computer media, video or audiotape, microfilm and microfiche) which relates to a student and is maintained by the St. Louis Public Schools. The term includes all such information and materials regardless of where they are located, except for:
 - a. Records of district personnel that are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute (for example, working notes in the form of personal observations, memory aids and other similar information);
 - b. Records maintained by a law enforcement unit of the educational agency that were created by that law enforcement unit for the purpose of law enforcement;

- c. In the case of persons employed by the district but who are not in attendance as a student, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose; or
- d. Records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
- e. Records that only contain information about an individual after he or she is no longer a student in the St. Louis Public Schools (for example, information collected pertaining to accomplishment of an alumni).

DRAFT

References

Legal: 20 U.S.C. § 1232g
34 C.F.R. § 99.3
State Plan for Part B of the Individuals with Disabilities Education Act, As Amended by Public Law 94-142

Regulation approved: June 26, 1990

Revised: December 07, 1999

Revised: June 11, 2002

DRAFT

**SPECIAL ADMINISTRATIVE BOARD OF THE
TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS
INSTRUCTIONAL SERVICES**

Regulation # 512.1.1

STUDENTS

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2. "School Officials" consists of four groups:
 - a. School administrators, teachers and counselors who are employed by the Board of Education and who are working directly with students in an administrative, teaching, counseling and/or diagnostic capacity.
 - b. Other professional staff members employed by or under contract with the district to perform a special task such as an attorney, auditor, medical consultant, evaluators, psychologists, social workers, and therapists whose duties require that they have access to student records.
 - c. A person who is employed by the school district's law enforcement unit.
 - d. Administrative office staff and clerical personnel who are employed by the Board of Education and whose duties require that they have access to student records for the purpose of processing information for student records.
 - e. The members of the Board of Education, the superintendent of schools, associate superintendents and assistant superintendents and their agents and representatives who are employed by the board, whose duties pursuant to the general supervision of the school system require access to student records.

3. "Directory Information" means information contained in a student record which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to:
- a. Student's name
 - b. Address
 - c. Telephone listing
 - d. Date and place of birth
 - e. Major field of study
 - f. Participation in officially recognized activities and sports
 - g. Weight and height of members of athletic teams
 - h. Dates of attendance
 - i. Degrees and awards received
 - j. The most recent previous educational agency or institution attended by the student.
4. "Disclosure" means permitting access or the release, transfer, or other communication (orally or in writing, or by electronic means, or by other means) of student records of a student or the personally identifiable information contained therein to any party.
5. "Eligible student" means any current or former student who is 18 years of age or older (or a former student, regardless of age who has enrolled in a higher education institution), unless such student is a special education student and is legally determined to be incompetent to make privacy decisions for himself or herself and for whom legal guardianship or conservatorship is required beyond the age of eighteen (18).
6. "Parent" means a student's father or mother, or guardian or an individual acting as a parent of a student in the absence of a parent or guardian. The term as used in this regulation may include a divorced or separated parent, unless school officials have been provided with clear evidence that there is a state law or court order or other legally binding document which terminates or clearly restricts the parent's rights in such a manner that such parent's access to a student's records is prohibited. The mere awarding of custody to one parent does not terminate the rights of the non-custodial parent except where the

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divorce decree or custody order clearly states that the non-custodial parent's rights have been terminated or that the parent has no right of access to the student's records. However, the right of access to student records accorded by this regulation does not accord the non-custodial parent the right of access to the student on school premises.

"Parent" includes a parent of a special education student who is legally determined to be incompetent to make privacy decisions for himself or herself and for whom legal guardianship or conservatorship is required beyond the age of eighteen (18).

7. "Party" means an individual, agency, institution or organization.
8. "Personally identifiable" information or data includes, but is not limited to:
 - a. The name of a student, the student's parents or other family member
 - b. The address of a student or student's family
 - c. A personal identifier, such as the student's social security number or student number
 - d. A list of personal characteristics that would make the student's identity easily traceable
 - e. Other information that would make the student's identity easily traceable
9. "Student" means any person who is or has been in attendance in an elementary, middle or secondary school in the St. Louis Public Schools and regarding whom the St. Louis Public Schools maintain education records. The term does not include a person about whom the school system maintains information relative only to that person's employment by the school system.
10. "Student Records" consist of all information or data recorded in any medium, (including but not limited to handwriting, print, computer media, video or audiotape, microfilm and microfiche) which relates to a student and is maintained by the St. Louis Public Schools. The term includes all such information and materials regardless of where they are located, except for:
 - a. Records of district personnel that are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute (for example, working notes in the form of personal observations, memory aids and other similar information);

- b. Records maintained by a law enforcement unit of the educational agency that were created by that law enforcement unit for the purpose of law enforcement;
- c. In the case of persons employed by the district but who are not in attendance as a student, records made and maintained in the normal course of business which relate exclusively to such person in that person's capacity as an employee and are not available for use for any other purpose; or
- d. Records on a student who is eighteen years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity, or assisting in that capacity, and which are made, maintained, or used only in connection with the provision of treatment to the student, and are not available to anyone other than persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student's choice.
- e. Records that only contain information about an individual after he or she is no longer a student in the St. Louis Public Schools (for example, information collected pertaining to accomplishment of an alumni).

References

Legal: 20 U.S.C. § 1232g
34 C.F.R. § 99.3
State Plan for Part B of the Individuals with Disabilities Education Act, As
Amended by Public Law 94-142

Regulation approved: June 26, 1990

Revised: December 07, 1999

Revised: June 11, 2002



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-06-13-35

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: RFP/Bid

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # 038-1213

SUBJECT: To approve a contract with Renaissance Learning to provide Reading Assessment and progress monitoring software license District-wide. This includes ongoing online and adaptive reading assessments, reporting, professional development, and support services (i.e. user administration site, integrated data imports). The contract will be for the period July 1, 2013 through June 30, 2014. The cost shall not exceed \$200,000.00.

BACKGROUND: This Reading Assessment and progress monitoring software system will provide formative assessments for Kindergarten through Grade 4. This assessment will also allow the District to comply with SB319.

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 984-00-110-2822-6319	GOB	Requisition #:
Amount: \$200,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$200,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004924

Department: Accountability

Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent



May 23, 2013

MEMORANDUM

TO: Dr. Kelvin Adams

FROM: Bertha Doar

RE: RFP 038-1213 Online Reading Assessment System

The evaluation took place on May 9 through May 21, 2013. The evaluation committee consisted of the following:

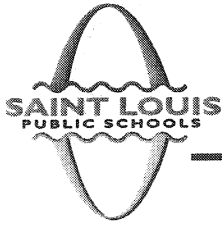
Bertha Doar	Director of Assessment
Cleopatra Figgures	Deputy Superintendent of Accountability
Julie Wuch	Principal Wilkinson Elementary School
Jonathan Converse	Dunbar Elementary Class Size Reduction Teacher

Responses from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Award (Y/N)
Renaissance Learning (STAR)	\$107,955.00	Yes
Scholastic, Inc. (SRI)	\$ 28,000.00	NO
Curriculum Associates (i-Ready)	\$ 78,455.00	NO
Istation (Istation)	\$ 55,000.00	NO

One copy of each evaluation is on file along with this evaluation record in the Purchasing department.

Bertha Doar
Director of Assessment



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 23, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability
FR: Bertha Doar, Director of Assessment
RE: Evaluation of RFPs for an Online Reading Assessment for kindergarten to grade four

During the spring of 2013 the Assessment office submitted an RFP for an Online and Adaptive Reading Assessment for kindergarten to grade four to replace the paper and pencil and online TerraNova assessment. The TerraNova system uses paper and pencil testing for grades kindergarten and up and offers an online version for grades three and four. Unfortunately, the two tests are not integrated. Staff members need to access their data through two different websites. In addition, there were several technical difficulties with the online system that hindered performance and data report access during the 2-012-2013 school year. Staff members from the Accountability and Assessment Office, and several other district staff members reviewed and critiqued the four vendor proposals received in response to the submitted RFP for an Online and Adaptive Reading Assessment.

After careful consideration Renaissance Learning and their STAR assessment system was selected as the vendor of choice for the following reasons:

- 1) The National Center on Response to Intervention ranks STAR the highest on key assessment quality measures in comparisons to the other vendor applicants.
- 2) STAR has a data integration system that allows nightly uploads from SIS to the assessment system so that the high mobility students in the district will not be delayed in their ability to participate in testing. This automatic data load system also frees up numerous staff labor hours from the Assessment Office.
- 3) Several schools in the St. Louis Public School system already have a good track record and established relationship with Renaissance Learning and their products.
- 4) Cost comparisons are competitive and comprehensive given the quality of the product and sophistication of the data integration system.
- 5) STAR is the only proposal that is aligned to the MAP GLA and offers predictive information.
- 6) The STAR test can be taken multiple times during the year as needed and when needed, this allows schools to assess highly mobile students when needed.
- 7) Renaissance Learning has a longstanding relationship and contract since 1998 in the following Missouri School districts: Columbia, Ferguson Florissant, and Raytown C-2.
- 8) The submitted proposal was very well written, thorough, yet concise; demonstrating that they know what they are doing, have an established history, and understand the needs of St. Louis Public Schools.
- 9) A follow-up conversation to clarify timelines and data integration was very informative and helpful. They clearly demonstrated a desire to get the work done, yet in a cost effective manner.

If you have further questions or concerns, please feel free to contact me.

RFP #038-1213 SLPS Online Adaptive Reading Assessment for 2013-2014

Evaluation Criteria	Points Possible	Renaissance Learning	Istation	iReady	SRI
Cost Effectiveness of Proposal	45	40	48	30	30
Demonstration of ability to perform projects comparable in design, scope and complexity in a timely and accurate manner	35	35	25	20	20
Prior Working Relationship with the District	5	5	0	3	3
Missouri School District Experience/Demonstrated Expertise	5	5	3	3	3
Use of P Card Included in Pricing	5	0	0	5	0
M/WBE Participation	5	0	0	5	5
Total Points Possible	100	85	76	66	61

June 27, 2013



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-01

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved:
Contract Increase/Decrease

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 03-14-13-07 & 11-15-12-15 & 06-26-12-41

Board Approved Cost \$1,200,000

SUBJECT: To approve the amendment of Board Resolution 03-14-13-07 to approve the costs associated with ending the lease with Xerox. This board resolution includes the cost for the lease buyout of equipment in the Xerox lease with a termination date after June 30, 2013, the closeout of supplies and all other supplemental charges. The costs are broken down as follows: Lease Buyout - \$135,000; and Closeout of supplies and Supplemental charges - \$190,000. The total additional amount will not exceed \$325,000.00 and the total combined cost of all expenses related to the Xerox contract for the 2012-13 year will not exceed \$1,525,000.00.

BACKGROUND: This amendment is intended to complete the buyout of the leases that expire after June of 2013. The District is moving to a new supplier, Ricoh, who will reimburse the District at an amount not to exceed \$135,000 and will replace all of this equipment with the new hardware leased through them. The supplies and supplemental charges at the end of the term will not exceed \$190,000. This will allow the District to finalize all payments with Xerox through a closeout mechanism.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-00-110-2577-6319	GOB	Requisition #:
Amount: \$325,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$325,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004465

Department: Instructional Technology

Ma

Requestor: Cheryl VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-02

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-09-13-14

Prior Year Cost \$30,000.00

SUBJECT: To approve an amendment to Board Resolution Number 05-09-13-14, a purchase from College Board/AP Exams for Advance Placement Testing Fees, in the amount of \$11,447.00. The increase in cost to the District is due to the reduction in federal funding that supports the AP test program. If this request is approved, the total combined cost of the purchase will be \$41,447.00.

BACKGROUND: The District has been supporting the AP program since 2007. Since the testing process is the culminating experience, we would like to continue the support of our college bound students with the opportunity to achieve college credit while in high school by taking the AP exams.

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** 1. C.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 816-V3-293-1151-6412	Non-GOB	Requisition #:
Amount: \$11,447.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$11,447.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002136

Department: Advance Placement

Requestor: ChanTam Trinh

Angela Banks, Budget Director

Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 16, 2013

Agenda Item : 06-27-13-03

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: Purchase of Good (s) and Services

Other Transaction Descriptors: (i.e.: Sole Source, Ratification)

SUBJECT: To ratify the purchase of music supplies and repair services from City Music Company, Nottelmann Music, and Shattinger Music for the school year 2012-13. The total cost of the supplies and repair services is \$59,785.66.

BACKGROUND: These vendors provide small amounts of music supplies and repair services throughout the year on an as needed basis per school. A tally of the cost of the supplies and repair services for the current school year indicates that the collective total for each vendor exceeded \$5,000 (City Music Company - \$27,433.12, Nottelmann Music - \$25,303.25, Shattinger Music - \$7,049.29). In the future, a request will be made at the beginning of the school year for approval of the purchase of music supplies and repair services.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 847-MY-110-1411-6338	GOB	Requisition #:
Amount: \$21,521.64		
Fund Source: 847-MY-110-1411-6411	GOB	Requisition #:
Amount: \$38,264.02		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$59,785.66	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014655, 600004014, and 600004755

Department: Curriculum & Instruction

Requestor: Kaye Harrelson

Angela Banks, Budget Director

Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Leon Fisher, CFO/Treasurer

5/30/2013
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent

Music Budget 2012-2013

Repairs

110-1411	6338	847-MY-110
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City Music Repair #1	\$910.52	13 invoices
City Music Repair #2	\$1,629.27	14 invoices
City Music Repair #3	\$1,100.45	9 invoices
City Music Repair #4	\$2,023.65	19 invoices
City Music Repair #5	\$919.35	11 invoices
City Music Repair #6	\$1,224.25	19 invoices
City Music Repair #7	\$1,357.45	18 invoices
City Music Repair #8	\$1,217.55	8 invoices
City Music Repair #9	\$792.00	14 invoices
City Music Repair #10	\$780.45	14 invoices
City Music Repair #11	\$477.60	12 invoices
City Music Repair #12	\$371.70	8 invoices
City Music Repair #13	\$662.54	15 invoices
City Music Repair #14	\$1,357.86	17 invoices
	\$14,824.64	
Nottelman Repair #1	\$2,101.00	17 invoices
Nottelman Repair #2	\$2,051.50	15 invoices
Nottelman Repair #3	\$2,053.50	16 invoices
Nottelman Repair #4	\$491.00	4 invoices
	\$6,697.00	
TOTAL	\$21,521.64	

Supplies

110-1411	6411	847-MY-110
----------	------	------------

City Music Supply #1	\$ 1,960.40	12 invoices
City Music Supply #2	\$ 1,571.81	11 invoices
City Music Supply #3	\$ 2,481.46	16 invoices
City Music Supply #4	\$ 2,042.46	12 invoices
City Music Supply #5	\$ 3,196.09	18 invoices
City Music Supply #6	\$1,283.98	9 invoices
City Music Supply #7	\$72.28	4 invoices
	\$ 12,608.48	

Shattinger Music #1	\$1,844.09	16 invoices
Shattinger Music #2	\$1,819.69	14 invoices
Shattinger Music #3	\$1,876.80	16 invoices
Shattinger Music #4	\$1,298.37	16 invoices
Shattinger Music #5	\$210.34	4 invoices
	\$7,049.29	

Nottelman Supply #1	\$2,411.54	17 invoices
Nottelman Supply #2	\$2,248.70	16 invoices
Nottelman Supply #3	\$2,342.31	17 invoices
Nottelman Supply #4	\$1,837.75	16 invoices
Nottelman Supply #5	\$2,221.25	14 invoices
Nottelman Supply #6	\$2,461.55	15 invoices
Nottelman Supply #7	\$2,758.75	17 invoices
Nottelman Supply #8	\$1,540.60	14 invoices
Nottelman Supply #9	\$ 783.80	11 invoices
	\$18,606.25	

TOTAL 38,264.02



BOARD RESOLUTION

Date: May 16, 2013

Agenda Item : 06-27-13-04

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Financial Report

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve the Monthly Transaction Report for April 2013.

BACKGROUND: Per Board Regulation R3150.2, the SAB must approve the following transactions: 1) Budget transfers equal to or greater than \$50,000; 2) Budget transfers between funds; 3) Budget transfers involving meeting or travel expenses.

Accountability Plan Goals: Goal III: Facilities, Resources Support


Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Finance

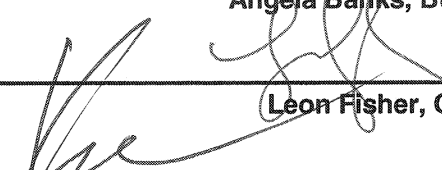
Requestor:




Mary M. Houlihan, Dep. Supt., Operations



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer



Dr. Kelvin R. Adams, Superintendent

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

AS OF 05-07-2013

110-TEACHERS FUND

1	SAP Hierarchy Doc #:	0502005922					
	SAP Entry Doc #:	0502005604					
	From:	120-2411	-	510-00-120	-	6143	87.72-
	To:	110-1111	-	510-00-110	-	6261	1.60
		110-1111	-	510-00-110	-	6231	6.12
		110-1111	-	510-00-110	-	6164	80.00
	Control No:	B					
	From Amount:						87.72-
	To Amount:						87.72
	Text: cover negative balances for Extra Service/Overtime						
2	SAP Hierarchy Doc #:	0502005926					
	SAP Entry Doc #:	0502005608					
	From:	120-1111	-	560-55-120	-	6143	354.21-
	To:	110-1152	-	560-DT-110	-	6261	6.46
		110-1152	-	560-DT-110	-	6231	24.71
		110-1152	-	560-DT-110	-	6164	323.04
	Control No:	B					
	From Amount:						354.21-
	To Amount:						354.21
	Text: cover negative balance for Extra Service/Overtime						
3	SAP Hierarchy Doc #:	0502005346					
	SAP Entry Doc #:	0502005062					
	From:	110-1177	-	156-FL-110	-	6311	6,575.00-
		110-1177	-	156-FL-110	-	6381	525.00-
	To:	110-1177	-	156-FL-110	-	6384	400.00
		110-1177	-	156-FL-110	-	6364	500.00
		110-1177	-	156-FL-110	-	6421	1,000.00
		110-1177	-	156-FL-110	-	6411	1,200.00
		110-1177	-	156-FL-110	-	6383	4,000.00
	Control No:	B					
	From Amount:						7,100.00-

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

TO Amount: 7,100.00
Text: Transfer of unspent funds to cover text materials for IB Spanish and IB World Literature; anticipated shipping costs for IB exam materials; supplies for IB Biology and IB Physics; and IB workshop expenses for current IB teachers and an anticipated new hire for English.

4 SAP Hierarchy Doc #: 0502005468
SAP Entry Doc #: 0502005157
From: 110-2522 - 820-00-110 - 6371 86,206.00-
To: 110-1189 - 847-PC-110 - 6411 86,206.00

Control No: B
From Amount: 86,206.00-
TO Amount: 86,206.00
Text: Summer School Supplies.

5 SAP Hierarchy Doc #: 0502005927
SAP Entry Doc #: 0502005609
From: 120-1111 - 560-55-120 - 6143 328.95-
To: 110-1255 - 560-00-110 - 6261 6.00
110-1255 - 560-00-110 - 6231 22.95
110-1255 - 560-00-110 - 6164 300.00

Control No: B
From Amount: 328.95-
TO Amount: 328.95
Text: cover negative balances for Extra Service/Overtime

6 SAP Hierarchy Doc #: 0502005923
SAP Entry Doc #: 0502005605
From: 120-2411 - 510-00-120 - 6143 167.66-
To: 110-2226 - 510-00-110 - 6261 3.06
110-2226 - 510-00-110 - 6231 11.70
110-2226 - 510-00-110 - 6164 152.90

Control No: B
From Amount: 167.66-

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

To Amount: 167.66
Text: cover negative balances for Extra Service/Overtime

7 SAP Hierarchy Doc #: 0502005452
SAP Entry Doc #: 0502005145

From: 110-2322 - 812-00-110 - 6386
To: 110-2322 - 812-00-110 - 6383
Control No: B
From Amount: 150.00-
To Amount: 150.00
Text: Meeting with Governor Nixon; Dr. Kelvin Adams and Patrick Wallace;
Capitol Building, Jefferson City, MO January 14, 2013

150.00-
150.00

8 SAP Hierarchy Doc #: 0502005295
SAP Entry Doc #: 0502005027

From: 110-2411 - 183-00-110 - 6381
To: 110-2411 - 183-00-110 - 6383
Control No: B
From Amount: 1,000.00-
To Amount: 1,000.00
Text: Funds for travel reimbursement to James Barbee to attend DECA State
Competition March 17th and 18th in Lake of the Ozarks, MO and NCA
Accreditation site visit April 1-5.

1,000.00-
1,000.00

9 SAP Hierarchy Doc #: 0502005325
SAP Entry Doc #: 0502005047

From: 110-2411 - 400-00-110 - 6411
To: 110-2411 - 400-00-110 - 6383
Control No: B
From Amount: 15.00-
To Amount: 15.00
Text: Travel Reimbursement for Tawana Hughes—ASCD Conference in Chicago,
IL 3/15-18/13.

15.00-
15.00

Monthly Budget Report

Dates: 04-01-2013 - 04-30-2013

Fiscal Year: 2012 - 2012

10 SAP Hierarchy Doc #: 0502005385
SAP Entry Doc #: 0502005091

From:	120-2411	- 490-00-120	- 6143	6,000.00-
	120-2411	- 490-00-120	- 6231	459.00-
	120-2411	- 490-00-120	- 6261	120.00-
To:	110-2411	- 490-00-110	- 6411	6,579.00

Control No: B

From Amount: 6,579.00-

To Amount: 6,579.00

Text: Transferring funds to purchase supplies needed through end of the year.

11 SAP Hierarchy Doc #: 0502005406
SAP Entry Doc #: 0502005105

From:	120-1151	- 194-55-120	- 6143	5,230.36-
	110-2411	- 194-00-110	- 6363	500.00
	110-2411	- 194-00-110	- 6344	1,000.00
To:	110-2411	- 194-00-110	- 6384	3,730.36

Control No: B

From Amount: 5,230.36-

To Amount: 5,230.36

Text: Funds for Activity Buses, Staff Business Cards, and Professional Development and Planning Conference.

12 SAP Hierarchy Doc #: 0502005431
SAP Entry Doc #: 0502005127

From:	120-1127	- 473-55-120	- 6143	1,228.11-
To:	110-2411	- 473-00-110	- 6542	1,228.11

Control No: B

From Amount: 1,228.11-

To Amount: 1,228.11

Text: Temporarily transferring funds from extra service to enable Fiscal Control release of requisition #10134237 for computers

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

13 SAP Hierarchy Doc #: 0502005489
SAP Entry Doc #: 0502005175

From:	110-2411	-	183-00-110	-	6411	810.68-
TO:	110-2411	-	183-00-110	-	6383	810.68

Control No: B
From Amount: 810.68-
TO Amount: 810.68

Text: Travel expenses for Sonda Holland to chaperone 3 students to attend the 2013 FELA State Leadership Conference in Columbia, MO 4/21-23/13.

14 SAP Hierarchy Doc #: 0502005928
SAP Entry Doc #: 0502005610

From:	120-1111	-	560-55-120	-	6143	61.45-
TO:	110-2411	-	560-00-110	-	6261	1.12
	110-2411	-	560-00-110	-	6231	4.29
	110-2411	-	560-00-110	-	6162	56.04

Control No: B
From Amount: 61.45-
TO Amount: 61.45

Text: cover negative balances for Extra Service/Overtime

15 SAP Hierarchy Doc #: 0502006009
SAP Entry Doc #: 0502005690

From:	110-2411	-	601-00-110	-	6411	1,084.31-
TO:	110-2411	-	601-00-110	-	6383	1,084.31

Control No: B
From Amount: 1,084.31-
TO Amount: 1,084.31

Text: Reimbursement for travel expenses for Misty Williams; attended the Midwest Montessori Teacher Training Center in Riverwoods, IL April 11-14, 2013.

ST. LOUIS BOARD OF EDUCATION
Monthly Budget Report
Dates: 04-01-2013 - 04-30-2013
Fiscal Year: 2012 - 2012

16	SAP Hierarchy Doc #:	0502005937							
	SAP Entry Doc #:	0502005618							
	From:	110-2828	-	981-75-110	-	6358		50,000.00-	
	To:	110-2577	-	981-00-110	-	6411		50,000.00	
	Control No:								
	From Amount:								
	To Amount:								
	Text: To cover paper and printing costs until the end of the year.								
17	SAP Hierarchy Doc #:	0502005938							
	SAP Entry Doc #:	0502005619							
	From:	110-2828	-	981-75-110	-	6319		80,000.00-	
	To:	110-2577	-	981-00-110	-	6411		80,000.00	
	Control No:								
	From Amount:								
	To Amount:								
	Text: To cover paper and printing costs until the end of the year.								
18	SAP Hierarchy Doc #:	0502005432							
	SAP Entry Doc #:	0502005128							
	From:	110-2828	-	981-75-110	-	6319		80,000.00-	
	To:	110-2828	-	981-75-110	-	6443		80,000.00	
	Control No:								
	From Amount:								
	To Amount:								
	Text: To cover cost of Dell laptops for 801 and Gateway STEM.								
19	SAP Hierarchy Doc #:	0502005349							
	SAP Entry Doc #:	0502005063							
	From:	110-2832	-	990-00-110	-	6319		300.00-	
	To:	110-2832	-	990-00-110	-	6383		300.00	
	Control No:								
	From Amount:								
	To Amount:								

Monthly Budget Report

Dates: 04-01-2013 - 04-30-2013

Fiscal Year: 2012 - 2012

Text: Travel for Karen Shelton-Henry to Express Scripts Outcomes Symposium
in Orlando, Florida April 22-24, 2013.

ST. LOUIS BOARD OF EDUCATION
 Monthly Budget Report
 Dates: 04-01-2013 - 04-30-2013
 Fiscal Year: 2012 - 2012

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0502005413
 SAP Entry Doc #: 0502005112

From:	110-2411	-	506-00-110	-	6411	548.25-
To:	120-1127	-	506-55-120	-	6261	10.00
	120-1127	-	506-55-120	-	6231	38.25
	120-1127	-	506-55-120	-	6143	500.00

Control No: B

From Amount: 548.25-
 To Amount: 548.25

Text: Transferring funds to cover additional breakfast extra service

2 SAP Hierarchy Doc #: 0502005438
 SAP Entry Doc #: 0502005132

From:	110-2411	-	473-00-110	-	6541	1,228.11-
To:	120-1127	-	473-55-120	-	6143	1,228.11

Control No: B

From Amount: 1,228.11-
 To Amount: 1,228.11

Text: To cover extra service through the end of the year

3 SAP Hierarchy Doc #: 0502005391
 SAP Entry Doc #: 0502005093

From:	110-2411	-	156-00-110	-	6443	1,096.50-
To:	120-1411	-	156-55-120	-	6261	20.00
	120-1411	-	156-55-120	-	6231	76.50
	120-1411	-	156-55-120	-	6143	1,000.00

Control No: B

From Amount: 1,096.50-
 To Amount: 1,096.50

Text: Transferring funds to cover anticipated non-athletic extra service through end of year

AS-OF 05-07-2013 ST. LOUIS BOARD OF EDUCATION
 Monthly Budget Report
 Dates: 04-01-2013 - 04-30-2013
 Fiscal Year: 2012 - 2012

4 SAP Hierarchy Doc #: 0502005399
 SAP Entry Doc #: 0502005098

From:	110-2411	-	156-PR-110	-	6143	2,245.76-
	110-2411	-	156-PR-110	-	6231	171.80-
	110-2411	-	156-PR-110	-	6261	44.92-
To:	120-1411	-	156-55-120	-	6261	44.92
	120-1411	-	156-55-120	-	6231	171.80
	120-1411	-	156-55-120	-	6143	2,245.76

Control No: B
 From Amount: 2,462.48-
 To Amount: 2,462.48
 Text: To cover non-athletic extra service through the end of year

5 SAP Hierarchy Doc #: 0502005929
 SAP Entry Doc #: 0502005611

From:	110-2411	-	496-00-110	-	6411	1,425.45-
	120-1411	-	496-55-120	-	6261	26.00
	120-1411	-	496-55-120	-	6231	99.45
	120-1411	-	496-55-120	-	6143	1,300.00

Control No: B
 From Amount: 1,425.45-
 To Amount: 1,425.45
 Text: cover negative balances for Extra Service/Overtime

6 SAP Hierarchy Doc #: 0502005917
 SAP Entry Doc #: 0502005599

From:	110-2411	-	326-00-110	-	6443	361.85-
	120-2411	-	326-PR-120	-	6261	6.60
	120-2411	-	326-PR-120	-	6231	25.25
	120-2411	-	326-PR-120	-	6143	330.00

Control No: B
 From Amount: 361.85-
 To Amount: 361.85
 Text: cover negative balances for Extra Service/Overtime

Monthly Budget Report

Dates: 04-01-2013 - 04-30-2013

Fiscal Year: 2012 - 2012

7 SAP Hierarchy Doc #: 0502005921
SAP Entry Doc #: 0502005603

From:	110-2411	- 496-00-110	- 6384	305.00-
	110-2411	- 496-00-110	- 6411	23.95-
To:	120-2838	- 496-00-120	- 6261	6.00
	120-2838	- 496-00-120	- 6231	22.95
	120-2838	- 496-00-120	- 6164	300.00

Control No: B

From Amount:

328.95-

To Amount:

328.95

Text: cover negative balances for Extra Service/Overtime

AS OF 05-07-2013

ST. LOUIS BOARD OF EDUCATION
 Monthly Budget Report
 Dates: 04-01-2013 - 04-30-2013
 Fiscal Year: 2012 - 2012
 Fund Summary - Transfers Only

Fund Total From 110-INCIDENTAL	:	314,117.58-
TO 110-INCIDENTAL	:	320,703.45
Fund Total From 120-TEACHERS FUND	:	14,037.46-
TO 120-TEACHERS FUND	:	7,451.59
District Total From	:	328,155.04-
TO	:	328,155.04



BOARD RESOLUTION

Date: May 29, 2013

Agenda Item : 06-27-13-Q5

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Financial Report

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve Amendment #2 to the Fiscal Year 2012-2013 General Operating Budget.

BACKGROUND: State law requires that a budget amendment be made prior to actual expenditures for a given fund(s) exceeding the officially approved budget for that fund(s). Budget Amendment #2 primarily includes additional revenues associated with higher tax collection rates and higher state revenues for better than anticipated student enrollment during the shift to current year funding. In addition, savings were achieved across the district.

Accountability Plan Goals: Goal III: Facilities, Resources Support


Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Finance

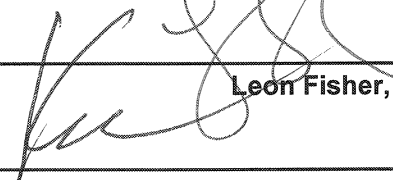
Requestor:



Mary M. Houljhan, Dep. Supt., Operations



Angela Banks, Budget Director



Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 23, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-27-13-06

Action:

Action to be Approved: Financial Report

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To request approval of the FY2013-2014 General Operating and Non-General Operating Budgets.

BACKGROUND: The FY2013-2014 Budgets align expenditures with projected revenues per RSMo 67.010 which states that "In no event shall the total proposed expenditures from any fund exceed the estimated revenues to be received plus any unencumbered balance or less any deficit estimated for the beginning of the budget year."

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Budget

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-07

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Deanna Anderson, Exec. Dir., Transportation

Action to be Approved: Policy Adoption/Change

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

State Guidelines

SUBJECT: To approve the Summer School Transportation routes for Summer School 2013.

BACKGROUND: DESE guidelines state that "To receive reimbursement for summer school transportation for students with disabilities, the following criteria must be met: Routes must be included on the route approval listing and approved by the local board of education before June 30." Currently, there are 127 summer school bus routes scheduled; 83 regular and 44 special education. The route sheets for summer school are located in the Transportation office.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.F

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Transportation

Requestor: Deanna J. Anderson

Deanna Anderson, Exec. Dir., Transportation

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # PSxx-1213 Construction of New Elementary School

SUBJECT: To approve the recommendation to begin a community and staff engagement process and architectural evaluation/design for the construction of a new elementary school in the Tower Grove neighborhood opening for the 2015-16 school year. The process should begin on June 28, 2013 and be completed by August 10, 2015 using multiple contractors at a cost not to exceed \$17,575,000.35. The project will be funded through the Proposition S Bond Program.

BACKGROUND: SEE ATTACHED

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-914-2611-6522	Prop S	Requisition #: TBD
Amount: \$17,575,000.35		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$17,575,000.35	<input type="checkbox"/> Pending Funding Availability	Vendor #: TBD (Multiple)

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

BACKGROUND: In October 2008, the SAB entered into a contract with MGT of America to conduct a Comprehensive Facilities Review. Based on the information collected and analyzed as part of this study, the following findings and recommendations were developed for St. Louis Public Schools:

Based on the perception data collected from multiple sources, the following major themes have emerged: (1) improving student learning is the first priority for the District; and (2) there must be a balance between efficiency and effectiveness. As detailed in Phase 1, MGT recommended closing three middle schools and several elementary schools. These closures were in response to the need to reduce District-wide capacity at both levels and to address educational suitability and/or building condition. Many of the schools on the list for Phase 1 had the lowest combined scores in the District.

At the elementary level, MGT recommended to the District to start planning for construction of a new school; in the vicinity of Shenandoah, to replace Mann, Sherman and Shenandoah.

The proposed timeline for this project is:

- Architectural selection/evaluation/design – June 2013-January 2014
- Community/Staff engagement - August–October 2013
- Bid documents completed/let by- January 2014
- Award to contractor- February 2014
- Construction begins - February 2014 (est. 18 month construction schedule)
- Construction completed - July 2015



BOARD RESOLUTION

Date: May 22, 2013

Agenda Item : 06-27-13-09

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # xxx-1213 Renovations for Carver

SUBJECT: To approve renovation costs to reopen Carver Elementary School for the 2014-15 school year. The work should begin on June 28, 2013 and be completed by May 31, 2014 using multiple vendors at a cost not to exceed \$1,173,173.50. This project will be funded through the Proposition S Bond Program.

BACKGROUND: The renovations for this project include, but are not limited to, abatement, lighting, painting, flooring and mechanical upgrades.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source : 905-00-914-2611-6522	Prop S	Requisition #: 10135038
Amount: \$1,173,173.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$1,173,173.50	<input type="checkbox"/> Pending Funding Availability	Vendor #: TBD (Multiple)

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-10

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # xxx-1213 Repurpose Move to Meda P. Washington

SUBJECT: To approve relocation costs to repurpose Meda P. Washington School. The work should begin on June 7, 2013 and be completed by August 30, 2013 using multiple vendors at a cost not to exceed \$122,468.50, which includes a 10% contingency of \$11,133.50. This project will be funded through the General Operating Budget, pending legal review and availability of funds.

BACKGROUND: See Attached

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

Fund Source : 919-00-110-2649-6319	GOB	Requisition #: TBD
Amount: \$122,468.50		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$122,468.50	<input type="checkbox"/> Pending Funding Availability	Vendor: Multiple

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

Proposal for possible repurposing Meda P. Washington 2013-2014

- School Safety and Security-
 - Command center, offices and staff
 - Parking the safety officers' vehicles on site
- Transportation office and staff
- Relocate historical items from Archive- Recommend closing Archive/Gratiot building
- Early Education Classrooms, Gym and Cafeteria may be used as Professional Development
- Police Substation

Changes at 801 Administrative Building

- Gifted Office and Staff move to area vacated by School Safety and Security
- Hearing Office/Room move to area vacated by Gifted Office
- Recruitment/Counseling and Student Records – Lou Kruger and staff to area vacated by Transportation
- Student in Transit/ Homeless Coordinator move to area vacated by Lou Kruger's office and staff
- Switch Board Operator and equipment move to IT Department

Possible Costs Associated with Moves

- Moving Offices
- Moving School Safety and Security command center- TVs, radios and all other electronics
- Upgrade security system at Meda P.
- Cameras, video and fence
- Moving items from Archives

I have talked to the following Department heads impacted by these moves:

Deanna Anderson

Lou Kruger

Stacy Clay

Lisa Ann Taylor

Debra Falkiner

Deidra Thomas-Murray

Michelle Jones

Cheryl VanNoy



BOARD RESOLUTION

Date: May 31, 2013

Agenda Item : 06-27-13-11

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved:
Community Education Summer Program Approval

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve partnering with selected Aldermen in providing support for the summer programs at the Clay, Vashon, and Walbridge Community Education Full Service Schools. The District and selected Alderman will each pay 50% (\$52,059) of the total dollar amount (\$104,118) to cover the cost to operate the programs. The period of operation will be June 7, 2013 through July 26, 2013.

BACKGROUND: The District will join selected Aldermen in providing summer programming opportunities in areas of the City of St. Louis where few structured programs are available for youths.

Total expense for each site: Clay - \$31,558 Vashon - \$46,724 Walbridge - \$25,836

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: TBD		Requisition #:
Amount: \$52,059.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount \$52,059.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: John Windom

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-12

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a contract with the St. Louis Urban Debate League (SLUDL) Advisory Board and the National Association for Urban Debate Leagues (NAUDL) for the establishment of a St. Louis Urban Debate League in high schools within the St. Louis Public Schools. This contract is for the period September 1, 2013 through June 30, 2014. The cost of the SLUDL will not exceed \$90,000.00 which includes stipends for coaches, transportation, and facilities. No payments will be made to either SLUDL or NAUDL.

BACKGROUND: Nine high schools will be participating in the SLUDL: Carnahan High School of the Future, Central Visual Performing Arts, Cleveland NJROTC, Clyde C. Miller Career Academy, Gateway STEM, McKinley Classical, Metro, Soldan International Studies, and Sumner. Debate is used as a tool for fostering and nurturing essential academic and life skills among at-risk, underserved youth. Each year, the League reaches an average of 100 students. Debaters who graduate high school are 63% more likely to matriculate to any college vs. non-debater peers, due to better performance on the ACT.

Accountability Plan Goals: Goal I: Student Performance


Objective/Strategy: 1. A.

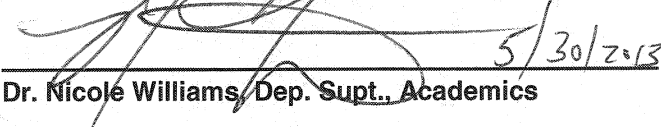
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source: 816-FY-120-1411-6143	GOB	Requisition #:
Amount: \$87,000.00		
Fund Source: 816-FY-110-1411-6342	GOB	Requisition #:
Amount: \$3,000.00		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$90,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

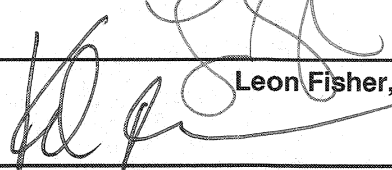
Department: Academics


Requestor:


Dr. Dan Edwards, Assoc. Supt., Secondary Schools

 5/30/2013
Dr. Nicole Williams, Dep. Supt., Academics


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent

BOARD RESOLUTION

Date: May 15, 2013

Agenda Item : 06-27-13-13

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Nicole Williams, Deputy Superintendent

Action to be Approved: Contract

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a sole source contract with Harvey R. Fields, Jr. and Associates, LLC to provide site-based ACT preparation training and support for teachers and targeted students. The period of the contract will be July 1, 2013 through May 30, 2014 at a cost not to exceed \$20,970.00.

BACKGROUND: The contractor will provide a research-based approach to prepare select teachers to lead ACT preparation courses for targeted students. The training regimen will include experiential and pedagogical elements, development of learning paradigm foundations, exam test experience, subject matter mastery review, ACT prep training for the course instructors, and training for support and oversight for staff and faculty.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1A.1

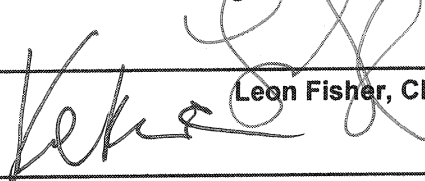
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

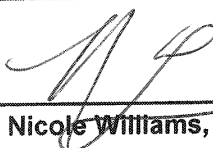
Fund Source: 234-2213-824-BS-234-6319	Non-GOB	Requisition #:
Amount: 20,970.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$20,970.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015487

Department: Academics

Requestor: Dr. Nicole Williams


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer

 5/30/2013
Dr. Nicole Williams, Dep. Supt., Academics

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Kelvin Adams	Date: April 29, 2013
Department / School: SLPS	Phone Number: (314) 345-2296
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Contractor will provide longitudinal, site-based ACT Prep training and oversight for teachers and students. Program will be developed and established as part of the core school curriculum rather than as a stand-alone service.	
Vendor Name: Harvey R. Fields and Associates, LLC	Email: hrfields@wustl.edu
Vendor Contact: Dr. Harvey R. Fields, Jr.	Phone Number 314-935-5965
Justification Information	
1. Why the uniquely specified goods are required?	
The Superintendent plans to embed the program as an established component of the high school curriculum.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Other vendors provide services only on a fee-based, stand-alone basis.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
n/a	
4. List the Names of other Vendors contacted & Price Quotes:	
n/a	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

One-of-a-kind The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings.

Compatibility The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question.

Replacement Part The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers.

Delivery Date Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors.
- Document rationale in support of treating the delivery date as mission critical.

Research Continuity The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption).

Unique Design The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor).

Emergency URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form.

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.



BOARD RESOLUTION

Date: May 20, 2013

Agenda Item : 06-27-13-14

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Travis Brown, Director, Athletics

Action to be Approved: RFP/Bid

Other Transaction Descriptors: RFP 035-1213
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-26

Prior Year Cost \$19,000.00

SUBJECT: To approve a contract with Abbott Ambulance, Inc. to provide stand-by ambulance services for all high school varsity and junior varsity football games. The period will be August 1 , 2013 through December 31, 2013 at a cost not to exceed \$19,000.00.

BACKGROUND: The cost to provide ambulance coverage for the varsity games is approximately \$13,700 for forty-seven (47) games and for the twenty-three (23) junior varsity games is approximately \$5,300. The bid response contains an option to renew with a 4% increase pending Board approval for the next year.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** III.C.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 833-00-110-1422-6319	GOB	Requisition #:
Amount: \$19,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$19,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014222

Department: Public High League

Requestor: Martin Jenkins

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Travis Brown, Director, Athletics

Dr. Kelvin R. Adams, Superintendent



May 20, 2013

MEMORANDUM

TO: Dr. Kelvin Adams
FROM: Martin Jenkins
RE: RFP 035-1213 Ambulance Services for Football Games

The evaluation took place on May 8, 2013. The evaluation committee consisted of the following:

Travis Brown	Director, Athletics
Martin Jenkins	Athletic Coordinator/Supervisor

Responses from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Award (Y/N)
Abbott EMS	\$19,000.00	Yes
Gateway Ambulance	No Bid – Non-submission Notice	No

One copy of each evaluation is on file along with this evaluation record in the Purchasing department.

Please be advised that Abbott EMS is the only vendor that responded to the RFP process with a bid submittal. We have used their services over the last 3 years and have really been pleased with their services. Their pricing has remained the same. I recommend we continue to use Abbott as our ambulance service for PHL varsity and junior varsity football contests. If you have any questions, please contact me.

Martin Jenkins
Athletic Coordinator/Supervisor



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-15

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # 030-1213 District Wide Alarm System Monitoring and/or Investigative Alarm Response

SUBJECT: To approve a contract with Hackett Security, Inc. to provide daily security monitoring and investigative services for all District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$190,000.00, pending legal review and availability of funds.

BACKGROUND: Hackett Security, Inc. will provide all necessary labor, services, equipment and parts for security alarm monitoring and investigative response services. In addition to these services, Hackett security will provide training to our employees and contractors on the system updates and provide recommendations that will improve security at District sites. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source : 829-00-110-2333-6319	GOB	Requisition #: TBD
Amount: \$190,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$190,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600007051

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 030-1213 District Wide Alarm System Monitoring and/or Investigative Alarm Response

The evaluation began at 5/2/13, 9:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Lisa Ann Taylor	Director of School Safety & Security	SLPS
Misty Dobyne	Sargent, School Safety & Security	SLPS
David Glenn	Sargent, School Safety & Security	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Hackett Security	\$42,435.24	400	Yes
Advance Security & Technologies	\$54,900.00	324	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight
Budget Analyst
Operations Department



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-16

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # 034-1213 District Wide Inspection and Cleaning of Fire Alarm Systems

SUBJECT: To approve a contract with Cintas to provide annual testing and inspection services of fire alarm systems in all District schools and buildings beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$46,147.00, pending legal review and availability of funds.

BACKGROUND: Yearly inspections of fire alarm systems in all District schools and buildings are required to ensure compliance with all local, state and federal codes. The vendor will be responsible for conducting the annual inspections and reporting deficiencies to the District for in-house repairs. This service will ensure the District's compliance with the City Fire Marshall. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$46,147.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$46,147.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011353

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations



May 23, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 034-1213 District Wide Inspection and Cleaning Fire Alarm systems

The evaluation began at 5/21/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Cintas	\$46,147	320	Yes
Fire Zone Inspectors	\$71,600	192	No
International Systems of America (ISA)	\$78,826.50	236	No
Simplex Grinnell	\$92,396	188	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight
Budget Analyst
Operations Department



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-17

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # 033-1213 District Wide Inspection, Testing and Repair of Domestic Backflow Systems

SUBJECT: To approve a contract with Bieg Plumbing to provide inspections, testing and repair of the domestic backflow systems in the District's schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$17,907.00, pending legal review and availability of funds.

BACKGROUND: Bieg Plumbing will provide all necessary labor, services, equipment and parts to maintain the correct functions of the domestic backflow systems at the District's schools. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source : 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$17,907.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$17,907.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600007817

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 033-1213 District Wide Inspection, Testing and Repairing of the Domestic Backflow Systems

The evaluation began at 5/2/13, 9:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Bieg Plumbing	\$17,907	240	Yes
Boyer	\$17,040	140	No
Simplex Grinnell	\$15,510	232	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight
Budget Analyst
Operations Department



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # 018-1213 District Wide Chiller Maintenance

SUBJECT: To approve a contract with Johnson Controls to provide air conditioning chiller maintenance for the District schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$35,151.00, pending legal review and availability of funds.

BACKGROUND: Provide annual maintenance to the Districts 51 chilled water air conditioning units to include oil analysis, operational checks, sensor calibration, refrigerant condition and record logs to keep the systems in optimal condition. These systems will also be monitored via the existing building automation systems to ensure reliable and efficient operation. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source : 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$35,151.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$35,151.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600001291

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 018-1213 District Wide Chiller Maintenance

The evaluation began at 5/2/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
Johnson Controls	\$35,151		Yes
McQuay Service	\$36,348		No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight
Budget Analyst
Operations Department



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13.19

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # 032-1213 District Wide Water Treatment

SUBJECT: To approve a contract with American Water to provide inspection, cleaning and water treatment of the cooling towers for the District schools beginning July 1, 2013 through June 30, 2014 at a cost not to exceed \$15,852.00, pending legal review and availability of funds.

BACKGROUND: American Water will provide all necessary labor, services, equipment and parts to maintain the correct functions of the cooling towers at 21 schools in the District. This contract will have an option to renew for three additional years.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source : 905-00-110-2624-6333	GOB	Requisition #: TBD
Amount: \$15,852.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$15,852.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor 600001467

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Mary M. Houlihan, Dep. Supt., Operations



May 7, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP 032-1213 District Wide Water Treatment

The evaluation began at 5/2/13, 10:30 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
American Water	\$15,852	240	Yes
Brenco	\$21,598	200	No

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight
Budget Analyst
Operations Department



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-20

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # 019-1213 Replace Heat Pumps at Gateway Complex Mechanical Upgrade

SUBJECT: To approve a contract with National Design Build Services to provide mechanical upgrades in the Gateway Complex. The work should begin on June 28, 2013 and be completed by August 31, 2014 at a cost not to exceed \$1,755,982.80, which includes a 10% contingency of \$159,634.80. This project will be funded through the HVAC Bond Program.

BACKGROUND: National Design will replace all (200) heat pumps and controls associated with the heating and cooling system for the facility, which will enhance our ability to provide classroom temperatures that are more conducive to teaching and learning. The domestic hot water heater for the kitchen is also included in the scope of work. The project will be funded by the HVAC Bond Program. With this project approved, the balance in the HVAC Bond Program is \$379,718.10.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source : 905-HE-909-2624-6522	HVAC	Requisition #: 10135042
Amount: \$1,755,982.80		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$1,755,982.80	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600015003

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



May 22, 2013

MEMORANDUM

TO: Rick Schaeffer: Purchasing Office

FROM: Linda C. McKnight

RE: Bid Evaluation Record for RFP# 19-1213 Gateway Complex Mechanical Upgrade

The evaluation began at 5/20/13, 10:00 a.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rosmon Johnson	Facilities Manager	SLPS

Bids from the following companies were evaluated and recorded as follows:

Company Name	Bid Amount	Overall Score	Award (Y/N)
National Design Build Services*	\$2,840,563		
Jarrell Contracting(Did not respond to total bid)	\$1,496,348	400	Yes
	\$3,835,699	360	No

**Due to balance, scope of work changed to heat pumps only*

One copy of each evaluation form is on file along with this evaluation record in the Operations Department.

Linda C. McKnight
Budget Analyst
Operations Department



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Cheryl VanNoy, Exec. Dir., Technology Services

Agenda Item : 06-27-13-21

Action:

Action to be Approved: Contract

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a sole source contract with World Wide Technology for CISCO SMARTNet to cover the wireless lan (WLAN) controllers in preparation of the deployment of dense wireless coverage in all schools. The current controllers will be repurposed and this contract is to add the SMARTNet maintenance coverage to the devices. The total contract would be \$14,880 before discount--the District receives a 34% over the list price. The cost will not exceed \$9,821.00 during the period July 1, 2013 through June 30, 2014.

BACKGROUND: E-Rate approved an upgrade to our existing infrastructure. Part of the design of this project is to add dense wireless coverage to all classrooms in the District. The existing 5508 WLAN Controllers currently deployed out at schools will be moved back to the 801 location and it is necessary to upgrade their application software to the latest version. SMARTNet will give us the ability to upgrade the software to the current version.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.3

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-75-110-2828-6319	GOB	Requisition #:
Amount: \$9,821.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$9,821.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005444

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations


Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Cheryl VanNoy	Date: May 22, 2013
Department / School: Technology Services	Phone Number: 314.346.2366
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
SMARTNet maintenance coverage on CISCO equipment related to wireless lan controllers (WLAN) in preparation for dense wireless coverage in schools. The agreement is through WWT since our contract was approved to replace and upgrade the current infrastructure. However, it is only available through CISCO.	
Vendor Name: World Wide Technology	Email: matt.ortbals@wwt.com
Vendor Contact: Matt Ortbals	Phone Number: (314) 409-6740
Justification Information	
1. Why the uniquely specified goods are required?	
The infrastructure upgrade will replace the current equipment. Consequently, this maintenance is only available from the manufacturer.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The infrastructure upgrade will replace the current equipment. Consequently, this maintenance is only available from the manufacturer.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
	May 22, 2013
Department Head	Date
	May 22, 2013
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings.



- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question.

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers.

- Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors.
- Document rationale in support of treating the delivery date as mission critical.

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption).

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor).

- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form.

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-22

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Action to be Approved: Contract Renewal

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-09-13-01 & 05-17-12-26 & 11-15-12-17

Prior Year Cost \$325,000.00

SUBJECT: To approve a renewal of the sole source contract with College Summit, a nonprofit corporation, for junior and senior year college access services. The contract will also include the Launch Program. The contract is for the period July 1, 2013 through June 30, 2014 for an amount not to exceed \$330,320.00.

BACKGROUND: During the 2012-13 school year, College Summit worked with more than 1,300 seniors and over 89% of the these seniors have applied to at least one college. As of March 31, 2013 over 69% of seniors have completed a FAFSA (Free Application for Federal Student Aid). The contract also included the Launch Program which has served 550 juniors this year. This program provides career and post secondary readiness materials for the students. The program is transitioning three of the high schools to veteran status which includes a reduced pricing strucutre. The Launch Program for 2013-14 will be expanded to include 750 juniors. For the summer of 2013, College Summit will send approximately 170 SLPS students to the 4 day summer workshops held at Washington University, Ranken Technical College, and the University of Missouri-St. Louis.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function-- 6411 Object Code)

Fund Source: 802-00-110-2325-6319	GOB	Requisition #:
Amount: \$286,320.00		
Fund Source: 816-VL-294-1151-6319	Non-GOB	Requisition #:
Amount: \$44,000.00		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$330,320.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011386

Department: Academics

Requestor:

Dr. Dan Edwards, Assoc. Supt., Secondary Schools

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 10, 2013
Dept / School: Secondary Education		Reported By: Dr. Nicole Williams
Vendor: College Summit		Vendor #: 600011386
Contract # / P.O. #: 4500165434		Contract Name: College Readiness Programs
Contract Amount: \$ 325,000		Award Date: 5-9-13
Purpose of Contract (Brief Description): To work with the District to provide junior and senior college access services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4	
	3	
	2	
	1	
Business Relations	5	
	4	
	3	
	2	
	1	
Customer Satisfaction	5	
	4	
	3	
	2	
	1	
Cost Control	5	
	4	
	3	
	2	
	1	
Average Score		Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Nicole Williams	Date: May 10, 2013
Department / School: Social Work Services	Phone Number: 314.345.2425
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
College Summit provides a unique, proprietary curriculum and professional development for staff and 11th and 12th grade students. College Summit trains teachers and counselors on the use of the proprietary curriculum and best practices for building a school wide college going culture.	
Vendor Name: College Summit	Email:
Vendor Contact: Erica Tyson	Phone Number: 345-4458
Justification Information	
1. Why the uniquely specified goods are required?	
The program is required to assist the District in meeting the MSIP goals with regard to increasing the number of graduates that pursue college degrees.	
2. Why good or services available from other vendors /competitors are not acceptable?	
The College Summit program has been highly successful in the SLPS environment and a change would be highly unlikely to provide an increase in the number of graduates that pursue college degrees.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
The College Summit curriculum, materials and training is produced exclusively by College Summit.	
4. List the Names of other Vendors contacted & Price Quotes:	
None, given the unique nature of the College Summit curriculum.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

One-of-a-kind The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

Compatibility The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

Replacement Part The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

Delivery Date Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

Research Continuity The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

Unique Design The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

Emergency URGENT NEED for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are not met, then the item must be bid.



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-23

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Action to be Approved: Contract Renewal

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 07-10-12-15

Prior Year Cost \$10,800.00

SUBJECT: To approve a sole source contract renewal with the Father Support Center to provide parenting support for teen fathers at Vashon, Sumner and Roosevelt from September 3, 2013 through May 30, 2014 at a cost not to exceed \$10,800.00.

BACKGROUND: The Father Support Program has provided parenting support to teen fathers at Vashon for the past 4 years. Teen fathers often have a difficult time balancing the responsibilities of fatherhood with their academic pursuits. The Father Support Center provides counsel and resource referrals to help these young men expand their options for graduation and beyond. The program addresses the District's goal of developing inschool programs and services that support at-risk students.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. C.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 846-8R-732-3333-6319	Non-GOB	Requisition #:
Amount: \$10,800.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$10,800.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600008729

Department: ECE/ECSE

Requestor: Dr. Sheryl Davenport

 Dr. Sheryl Davenport, Exec. Dir., Early Childhood

 Angela Banks, Budget Director

 Leon Fisher, CFO/Treasurer
 Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Father's Support Center		Vendor #: 600008729
Contract # / P.O/ #: 4500163671		Contract Name: Parenting Support
Contract Amount: \$10,800.00		Award Date: 07/10/12
Purpose of Contract (Brief Description): The purpose of the contract is to provide parenting support to teen fathers at 3 high schools.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	
	X4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Father's Support facilitators met with students according to the established schedule.
	X4	
	3	
	2	
	1	
Business Relations	5	
	X4	
	3	
	2	
	1	
Customer Satisfaction	X5	Student evaluations were positive and the group meetings were well attended.
	4	
	3	
	2	
	1	
Cost Control	5	
	X4	
	3	
	2	
	1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-29-13-24

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a contract renewal with OUR LITTLE HAVEN to provide therapeutic day treatment services to identified preschool students for the period of July 1, 2013 to June 30, 2014 at a cost not to exceed \$118,000.00.

BACKGROUND: Early Childhood Special Education currently has a contract with Family Resource Center to provide therapeutic day treatment services to identified children, however, with their limited capacity, serving children who have witnessed or been victims of traumatic incidences is not always possible. A contract with OUR LITTLE HAVEN will provide another option when preschool children require the intensive, clinical services necessary to access instruction in St. Louis Public Schools.

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** 1. C.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 840-00-222-1243-6319	Non-GOB	Requisition #:
Amount: \$118,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$118,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Special Education

Requestor: Dr. Sheryl Davenport

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Our Little Haven		Vendor #: 600015292
Contract # / P.O/ #: 4500165915		Contract Name: Therapeutic Day Placement Services
Contract Amount: \$118,000.00		Award Date: 05/09/13
Purpose of Contract (Brief Description): The purpose of the contract is to provide a specialized learning experience for preschool children who meet eligibility standards under IDEA and require a therapeutic learning environment to meet significant behavioral needs.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Therapy services rendered have been professional, thorough and helpful to staff as they deliver services to students.
	X4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	The vendor delivers services in a timely manner in order to meet deadlines for the evaluation process.
	4	
	X3	
	2	
	1	
Business Relations	5	There is a very positive relationship between SLPS and the vendor. Communication is positive but strategies to address the needs of the District to secure placement based upon eligibility versus the vendor's practices must be addressed.
	4	
	X3	
	2	
	1	
Customer Satisfaction	5	SLPS continues to be satisfied with the work of Our Little Haven insofar as meeting the unique needs of children is concerned.
	4	
	X3	
	2	
	1	
Cost Control	5	Costs have been contained and are under budget.
	4	
	X3	
	2	
	1	
Average Score	3.2	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-25

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 03-14-13-06

Prior Year Cost \$9,300.00

SUBJECT: To approve a contract renewal with Marilyn Bohnsack to act as a consultant to Early Childhood/Early Childhood Special Education. She will make presentations to preschool staff and act as an observer and mentor in the Head Start blended classrooms where the Classroom Assessment Scoring CLASS assessment is administered from July 22, 2013 until May 23, 2014 at a cost not to exceed \$12,000.00.

BACKGROUND: EC/ECSE continues to strengthen its ability to assess the quality of the preschool classroom and teacher quality. Documentation of the work is mandated by Head Start via the CLASS instrument

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.C.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 846-00-293-2239-540		Requisition #:
Amount: \$12,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Reimbursement Amount: \$12,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600015079

Department: Early Childhood

Requestor:

Angela Banks, Budget Director

Leon Fisher, Chief Financial Officer

Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/15/2013
Dept / School: Special Education		Reported By: Dr. Sheryl Davenport
Vendor: Marilyn Bohnsack		Vendor #: 600015079
Contract # / P.O/ #: 4500167477		Contract Name: Consulting for Early Childhood
Contract Amount: \$9,300.00		Award Date: 03/14/13
Purpose of Contract (Brief Description): The purpose of the contract is to make presentations to preschool staff and act as an observer and mentor in the Head Start blended classrooms where the Classroom Assessment Scoring CLASS assessment is administered.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Ms. Bohnsack observed all 73 classrooms and provided written reports to the EC/ECSE department and Grace Hill Quality Assurance Monitors.
	X4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Standard met. Ms. Bohnsack completed the observations then reported to the Working Group at its May meeting.
	X4	
	3	
	2	
	1	
Business Relations	5	
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Ms. Bohnsack made presentations to EC/ECSE staff on two professional development days and received positive feedback on evaluations.
	X4	
	3	
	2	
	1	
Cost Control	5	
	X4	
	3	
	2	
	1	
Average Score	4.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-dk

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Patrick Wallace, Exec. Dir., Communications

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 04-25-13-15

Prior Year Cost \$68,750.00

SUBJECT: To approve a contract renewal with FUSE for marketing material production and placement for the period of July 1, 2013 through June 30, 2014 at a cost not to exceed \$150,000. The contract will contain an option to renew for up to 1 additional years with the approval of the Board.

BACKGROUND: FUSE was selected through the RFP process to produce electronic, print and digital media materials for the purpose of marketing the St. Louis Public Schools. FUSE will also be charged with buying the appropriate time on television or radio or space for print and digital media. The goal is to enroll new students and improve public perception of the District. A future spend of up to \$400,000 for outside media may be directed by FUSE. There is a "termination without cause" clause in the contract that allows either party to terminate the contract with 30 days notice.

Accountability Plan Goals: Goal IV: Parent Community Involvement

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 812-00-110-2322-6362	GOB	Requisition #:
Amount: \$150,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$150,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014659

Department:

Requestor:

Patrick Wallace, Exec. Dir., Communications

Stacy Clay, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 10, 2013
Dept / School: Communications		Reported By: Patrick Wallace
Vendor: FUSE		Vendor #: 600014659
Contract # / P.O. #: 4500167917		Contract Name: Marketing and Material Production
Contract Amount: \$ 68,750		Award Date: 4-25-13
Purpose of Contract (Brief Description): To work with the District to produce marketing materials and place the materials in the media.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Professional look to the materials produced thus far. Working to create more "outside the box" marketing materials in the future.
	4 X	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Deadlines have been met thus far. Working to increase the sense of urgency moving forward.
	4 X	
	3	
	2	
	1	
Business Relations	5 X	FUSE has been very proactive in their approach with the District. Personnel on FUSE team are genuinely interested in the success of the District.
	4	
	3	
	2	
	1	
Customer Satisfaction	5	The District has received great value from FUSE thus far. The FUSE team interacts in very professional manner and with great customer service.
	4 X	
	3	
	2	
	1	
Cost Control	5 X	FUSE has kept a sharp eye on the bottom line and has garnered the District very competitive prices for the outside media purchased.
	4	
	3	
	2	
	1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes X No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13 27

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Megan Marietta, Manager, Social Workers

Action to be Approved: Contract Renewal

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-17-12-27

Prior Year Cost \$47,293

SUBJECT: To approve a renewal of the sole source contract with the Twenty-Second Judicial Circuit Court of Missouri Family Court - Juvenile Division for the Truancy Initiative to work collaboratively with the District to provide services for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$47,293.00.

BACKGROUND: The program has been an ongoing initiative between the District and the Court for 13 years. The goal of the program is to improve the attendance of those students that are identified through the truancy/educational neglect referral process. This year approximately 886 students have been served and the program continues to be successful in improving the attendance rates for the students in the program.

Accountability Plan Goals: Goal I: Student Performance Objective/Strategy: I.C.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 880-BG-110-2124-6319	GOB	Requisition #:
Amount: \$47,293.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$47,293.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007378

Department: Student Support Services

Requestor: Megan Marietta

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Megan Marietta, Manager, Social Workers

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: April 26, 2013
Dept / School: Student Support Services		Reported By: Megan Marietta
Vendor: Twenty-Second Judicial Circuit of Missouri Family Court – Juvenile Division		Vendor #: 600007378
Contract # / P.O/ #: 4500158617		Contract Name: Truancy Initiative
Contract Amount: \$ 47,293		Award Date: 05-17-12
Purpose of Contract (Brief Description): To work with the District to increase attendance of the students referred to Family Court for truancy.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5X 4 3 2 1	
Timeliness of Delivery or Performance	5 X 4 3 2 1	
Business Relations	5X 4 3 2 1	
Customer Satisfaction	5 4X 3 2 1	
Cost Control	5X 4 3 2 1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Megan Marietta	Date: May 1, 2013
Department / School: Social Work Services	Phone Number: 314.345.2425
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
To work with the District to increase attendance of the students referred to Family Court for truancy.	
Vendor Name: Twenty-Second Judicial Circuit of Missouri Family Court – Juvenile Division	Email:
Vendor Contact: Joli Baker	Phone Number: 552-2144
Justification Information	
1. Why the uniquely specified goods are required?	
The State of Missouri mandates that school age children attend school on a regular basis. The St. Louis Public Schools has an Accountability Plan goal to increase the attendance of its students.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Twenty-Second Judicial Circuit of Missouri Family Court – Juvenile Division is the only vendor that has the power to hold both the students and parents accountable for compliance with mandatory school attendance.	
3. Other relevant information if any (i.e., attach manufacturer’s statement verifying exclusive availability of product etc...)	
4. List the Names of other Vendors contacted & Price Quotes:	
No other vendors with like capabilities.	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

- Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are not met, then the item must be bid.



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-08

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Contract Renewal

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-51

Prior Year Cost \$395,000.00

SUBJECT: To approve a sole source contract renewal with CTB/McGraw-Hill to purchase and administer the Acuity formative assessment program for grades 2 - 8, for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$335,000.00. This includes tests, scoring, reporting and custom services.

BACKGROUND: The Acuity formative assessment serves as the District's elementary and middle school benchmark test and provides predictive data to inform instructional planning and prepare for MAP GLA testing.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 984-00-110-2822-6412	GOB	Requisition #:
Amount: \$335,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$335,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600000498

Department: Accountability

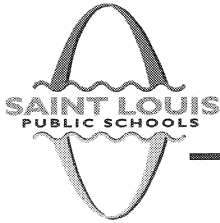
Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Dr. Cleopatra Figgures, Dep. Supt., Accountability



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Bertha P. Doar	Date: April 24, 2013
Department / School: Accountability and Assessment Office	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Purchase and administer the Acuity formative assessment program for grades 2 to 8. This includes the purchase of tests, scoring, reporting and professional development from CTB/McGraw-Hill. These copyrighted materials help to predict and improve MAP grade level performance.	
Vendor Name: CTB McGraw/Hill	Email: <u>Kini Darden@ctb.com</u>
Vendor Contact: Kini Darden	Phone Number: 831-393-7223
Justification Information	
1. Why the uniquely specified goods are required?	
Allows the District to maintain a consistent grade 2-8 data source; provides MAP GLA predictive data; Part of MSIP assessment standard requirement and accountability plan compliance.	
2. Why good or services available from other vendors /competitors are not acceptable?	
These are copyrighted materials from CTB/McGraw-Hill that have been in place for over six years; change would cause assessment misalignment and require training and modification of the student data warehouse system.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
CTB McGraw/Hill is the DESE vendor for MAP GLA and was contracted to develop the next generation of assessment items for the Common Core grade level assessments. The company and assessment are on the DESE recommended assessment list.	
4. List the Names of other Vendors contacted & Price Quotes:	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: CTB McGraw/Hill		Vendor #: 600000498
Contract # / P.O. #: 4500163319		Contract Name: ACUITY
Contract Amount: \$ 395,000.00		Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 2 1	There were issues with uploading the correct scoring templates and issues with the timely delivery of data due to server problems. These were later resolved.
Business Relations	5 X 3 2 1	
Customer Satisfaction	X 4 3 2 1	
Cost Control	5 4 X 2 1	
Average Score	3.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: CTB McGraw/Hill		Vendor #: 600000498
Contract # / P.O / #: 4500163319		Contract Name: ACUITY
Contract Amount: \$	\$ 395,000.00	Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 2 1	There were issues with uploading the correct scoring templates and issues with the timely delivery of data due to server problems. These were later resolved.
Business Relations	5 X 3 2 1	
Customer Satisfaction	X 4 3 2 1	
Cost Control	5 4 X 2 1	
Average Score	3.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-69

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 11-15-12-33

Prior Year Cost \$8,000.00

SUBJECT: To approve a contract renewal with Gilmore Bell to provide post issuance bond compliance services for the period July 1, 2013 to June 30, 2014 at a cost not to exceed \$8,000.

BACKGROUND: There are new regulations that require much more significant post issuance compliance reporting and the regulations contain significant penalties for non-compliance. Gilmore Bell has been involved in the placement of the bonds approved under Proposition S and is already knowledgeable of the bond structure of the District.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 810-00-110-2321-6318	GOB	Requisition #:
Amount: \$8,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$8,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600006785

Department: Finance

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 10, 2013
Dept / School: Finance		Reported By: Leon Fisher
Vendor: Gilmore Bell		Vendor #: 600006785
Contract # / P.O. #:		Contract Name: Post Issuance Bond Compliance Services
Contract Amount: \$ 8,000		Award Date: 11-15-12
Purpose of Contract (Brief Description): to provide post issuance bond compliance services.		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5 X	
	4	
	3	
	2	
	1	
Business Relations	5 X	
	4	
	3	
	2	
	1	
Customer Satisfaction	5 X	
	4	
	3	
	2	
	1	
Cost Control	5 X	
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report Identify if this is a final report or a quarterly report (3 months)
Report Date The date the report is prepared
Department Indicate the name of the reporting department
Reported By Please sign your name
Vendor Enter the vendor's name
Vendor Number Enter the vendor's assigned number
Contract # / PO # Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name The official name used when the contract was solicited
Contract Amount The total dollar value of the contract: the amount listed on the Board Resolution
Award Date Enter the date that the Board approved this contract
Contract Description Provide a brief description of the work being done under the contract
Performance Ratings In the comment column provide the rationale for the rating you give
 Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-30

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 09-06-12-02

Prior Year Cost 7.5% of Revenue

SUBJECT: To approve a contract renewal with Accelify to provide third party Medicaid claiming management of direct therapy services and the School District Administrative Claiming (SDAC) program. The contract will be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed 7.5% of the revenue generated on behalf of the District.

BACKGROUND: Accelify was chosen, through RFP-process, based on the comprehensive package proposed to the District to include therapy management, compliance tracking and Medicaid billing along with School District Administrative Claiming (SDAC). Reporting features included in the system enables the District to analyze claims by student, therapist, location, etc. and offers the potential to maximize revenue at a rate higher than previously realized in the District.

Accelify receives a fee of not more than 7.5% of any related revenue that the District receives from MOHealthNet for the program. Total projected FY13 revenue: \$3.65M.

Accountability Plan Goals: Goal V: Governance **Objective/Strategy:**

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source:	Non-GOB	Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600014287

Department: Grant Management

Requestor: Anna Munson

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5/15/13
Dept / School: Finance/Special Education		Reported By: Anna Munson
Vendor: Accelify		Vendor #: NA
Contract # / P.O. / #: NA		Contract Name: Medicaid Billing
Contract Amount: \$ Up to 7.5% of revenue generated		Award Date: 9/6/12
Purpose of Contract (Brief Description): To provide third party Medicaid claiming management of direct therapy services and the SDAC program.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 ④ 3 2 1	In anticipation of second year, Accelify is already working with the district on requested system customization.
Timeliness of Delivery or Performance	5 ④ 3 2 1	First year of contract included development and implementation of new tracking system. System was up and running within promised timeline.
Business Relations	5 ④ 3 2 1	Very communicative. Missouri rep is onsite on a regular basis for training and assistance.
Customer Satisfaction	5 ④ 3 2 1	Have met each of the items requested by the district.
Cost Control	⑤ 4 3 2 1	Cost is based on generated revenue. Incentivizes the vendor to improve upon processes to increase revenue to the district.
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

Type of report Identify if this is a final report or a quarterly report (3 months)
Report Date The date the report is prepared
Department Indicate the name of the reporting department
Reported By Please sign your name
Vendor Enter the vendor's name
Vendor Number Enter the vendor's assigned number
Contract # / PO # Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name The official name used when the contract was solicited
Contract Amount The total dollar value of the contract: the amount listed on the Board Resolution
Award Date Enter the date that the Board approved this contract
Contract Description Provide a brief description of the work being done under the contract
Performance Ratings In the comment column provide the rationale for the rating you give
 Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-31

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 11-15-12-21

Prior Year Cost \$40,000.00

SUBJECT: To approve a contract renewal with MyLearningPlan, an online electronic management system for professional development and teacher certification for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$40,000.00.

BACKGROUND: The purpose of the software license is to streamline accounting measures for professional development offerings and credit accumulation by teachers for re-certification which are state requirements. This alleviates manual tracking of professional development offerings and hours. As a result, state reports will be accurately submitted, Human Resources records related to certification will be accurately maintained and data to determine effectiveness of professional development offerings will be monitored through regular reports. The system will be used to collect the professional development activities of 2,500 staff across the District.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: IIC & IID

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-75-110-2828-6319	GOB	Requisition #:
Amount: \$40,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$40,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014435

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Barks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/01/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: MyLearningPlan		Vendor #: 600014435
Contract # / P.O. #: 4500165552		Contract Name: MyLearningPlan
Contract Amount: \$40,000		Award Date: 11/15/12
Purpose of Contract (Brief Description): Electronic online management software for professional development tracking		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Good product and support
	4	
	X3	
	2	
	1	
Timeliness of Delivery or Performance	5	Timely delivery and installation
	4	
	X3	
	2	
	1	
Business Relations	5	Appropriate working relationship with vendor
	4	
	X3	
	2	
	1	
Customer Satisfaction	5	Customer satisfaction is acceptable
	4	
	X3	
	2	
	1	
Cost Control	5	Good financial responsibility for product services.
	4	
	x3	
	2	
	1	
Average Score	3	
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-37

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-03-12-05

Prior Year Cost \$33,400.00

SUBJECT: To approve a contract renewal with Dirsec for the internet filtering solution used on internet surfing at St. Louis Public Schools. This is a requirement for e-Rate funding and an integral part of the technology plan. The contract is for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$33,400.00.

BACKGROUND: This filtering solution is a product that blocks or restricts particular websites that are not appropriate for instructional use of our employees and/or our students. It is a requirement of e-Rate and is also a critical part of our technology plan.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.3

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-75-110-2828-6319	GOB	Requisition #:
Amount: \$33,400.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$33,400.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012122

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/01/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: DirSec		Vendor #: 600012122
Contract # / P.O/ #: 4500163289		Contract Name: DirSec
Contract Amount: \$33,400		Award Date: 05/03/2012
Purpose of Contract (Brief Description): Internet Filtering Solution		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Good product and support
	4	
	X3	
	2	
	1	
Timeliness of Delivery or Performance	5	Timely delivery and installation
	4	
	X3	
	2	
	1	
Business Relations	5	Appropriate working relationship with vendor
	4	
	X3	
	2	
	1	
Customer Satisfaction	5	Customer satisfaction is acceptable
	4	
	X3	
	2	
	1	
Cost Control	5	Good financial responsibility for product services.
	4	
	x3	
	2	
	1	
Average Score	3	
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-33

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 02-16-12-25

Prior Year Cost \$490,370.00

SUBJECT: To approve a contract renewal with TSI, Inc. to cover PBX Maintenance on the non-E-Rate schools at a cost not to exceed \$70,000.00. The free/reduced percentages for these locations are less than the District's free/reduced percentage and/or are buildings that are opening after the E-Rate submission deadline of March of each year. The contract period will be July 1, 2013 through June 30, 2014.

BACKGROUND: This service is to maintain the PBX (telephone hardware) systems currently in place in the non-eligible E-Rate schools. The data that is used for measurement is taken from the SLPS' Magic Help Desk report of the amount of time the phone system is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: IIIB

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function - 6411 Object Code)

Fund Source: 981-54-110-2828-6319	GOB	Requisition #:
Amount: \$70,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$70,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005437

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/14/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: TSI		Vendor #: 600005437
Contract # / P.O/ #: 4500163869		Contract Name: PBX Maintenance
Contract Amount: \$490,370		Award Date: 2/16/12
Purpose of Contract (Brief Description): PBX Maintenance		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	Excellent quality
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Consistently on time and with appropriate communication on timelines
	X4	
	3	
	2	
	1	
Business Relations	5	Good working relationship between vendor and District
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfaction is always apparent
	X4	
	3	
	2	
	1	
Cost Control	5	Cost is one of the lowest in the area
	X4	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report Identify if this the final report or a quarterly report (3 months)
Report Date the date the report is prepared
Department Indicate the name of the reporting department
Reported By Please sign your name
Vendor Enter the vendor's name
Vendor Number Enter the vendor's assigned number
Contract # / PO # Enter the assigned contract # or the purchase order # for the goods or Services being reported
Contract Name This the official name used when the contract was solicited
Contract Amount The total dollar value of the contract: the amount listed on the Board Resolution
Award Date Enter the date that the Board approved this contract
Contract Description Provide a brief description of the work being done under the contract
Performance Ratings In the comment column provide the rationale for the rating you give.
 Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 02-16-13-34

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 02-16-12-26

Prior Year Cost \$59,783.10

SUBJECT: To approve a contract renewal with TSI, Inc. to cover cable repair and new wiring on the non-E-Rate schools at a cost not to exceed \$30,000.00. The free/reduced percentage for these locations are less than the District's free/reduced percentage and/or are buildings that are opening after the E-Rate submission deadline which is March of each year. The contract is for the period July 1, 2013 through June 30, 2014.

BACKGROUND: This service to perform break/fix and new cabling in place in the non-eligible E-Rate schools. The data that is used for measurement is taken from SLPS' Magic Help Desk report of the amount of time the phone system is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: IIIB

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-54-110-2828-6319	GOB	Requisition #:
Amount: \$30,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$30,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005437

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/14/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: TSI		Vendor #: 600005437
Contract # / P.O/ #: 4500165224		Contract Name: Cabling repair and new projects
Contract Amount: \$59,783.10		Award Date: 2/16/12
Purpose of Contract (Brief Description): Cabling repair and new projects		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	Excellent quality
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Consistently on time and with appropriate communication on timelines
	X4	
	3	
	2	
	1	
Business Relations	5	Good working relationship between vendor and District
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfaction is always apparent
	X4	
	3	
	2	
	1	
Cost Control	5	Cost is one of the lowest in the area
	X4	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this the final report or a quarterly report (3 months)
Report Date	the date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or Services being reported
Contract Name	This the official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give. Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-195

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Cheryl VanNoy, Exec. Dir., Technology Services

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 04-12-12-03

Prior Year Cost \$109,102.50

SUBJECT: To approve a contract renewal with IPNS to cover Wide Area Network (WAN) and Local Area Network (LAN) services and UPS replacement and services at the non-E-Rate schools at a cost not to exceed \$70,000.00. These locations free/reduce percentages are less than the District's free/reduced percentage and/or are buildings that are opening after the E-Rate submission deadline which is March of each year. The contract is for the period July 1, 2013 through June 30, 2014.

BACKGROUND: This service is needed to ensure that the WAN & LAN are running 99.9% at the non-E-Rate schools. The data that is used for measurement is taken from the SLPS' Magic Help Desk report of the amount of time the phone system and data network is functioning. This is in keeping with the Accountability Goals of providing students, teachers, administrators, and parents concurrent access to information and academic tools for teaching and learning.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** IIIB

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 981-54-110-2828-6319	GOB	Requisition #:
Amount: \$70,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$70,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600009971

Department: Information Technology

Requestor: Cheryl L VanNoy

Cheryl VanNoy, Exec. Dir., Technology Services

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 05/14/2013
Dept / School: Technology		Reported By: Cheryl VanNoy
Vendor: IPNS		Vendor #: 600009971
Contract # / P.O. #: 4500163494		Contract Name: WAN_LAN_UPS Services
Contract Amount: \$109,102.50		Award Date: 4/12/12
Purpose of Contract (Brief Description): WAN_LAN_UPS Services		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X5	Excellent quality
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Consistently on time and with appropriate communication on timelines
	X4	
	3	
	2	
	1	
Business Relations	5	Good working relationship between vendor and District
	X4	
	3	
	2	
	1	
Customer Satisfaction	5	Satisfaction is always apparent
	X4	
	3	
	2	
	1	
Cost Control	5	Cost is one of the lowest in the area
	X4	
	3	
	2	
	1	
Average Score	4	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

Type of report Identify if this the final report or a quarterly report (3 months)
Report Date the date the report is prepared
Department Indicate the name of the reporting department
Reported By Please sign your name
Vendor Enter the vendor's name
Vendor Number Enter the vendor's assigned number
Contract # / PO # Enter the assigned contract # or the purchase order # for the goods or Services being reported
Contract Name This the official name used when the contract was solicited
Contract Amount The total dollar value of the contract: the amount listed on the Board Resolution
Award Date Enter the date that the Board approved this contract
Contract Description Provide a brief description of the work being done under the contract
Performance Ratings In the comment column provide the rationale for the rating you give.
 Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-36

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 5-17-12-19

Prior Year Cost \$322,953.00

SUBJECT: To approve a contract renewal with Automated Data Processing, Inc. (ADP) to provide benefits administration services for the period July 1, 2013 through December 31, 2013 at a cost not to exceed \$175,000.00.

BACKGROUND: Under the contract ADP provides benefit administration services which include enrollment and eligibility services, FSA/Section 125 administration, and COBRA administration. ADP is responsible for all of the data feeds to and from the healthcare vendors, administration of the open enrollment for employees, and all of the services related to FSA/Section 125 administration and COBRA administration. This is the last six months of a three year contract. These services will be bid for the 2014 calendar year.

CSIP Goal 94 - MSIP Standard 8.10.1

CSIP Goal 151 - MSIP Standard 2.2.1

CSIP Goal 154 - MSIP Standard 5.1

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 990-00-110-2832-6319	GOB	Requisition #:
Amount: \$175,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$175,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011173

Department: Human Resources

Requestor:

Dr. James Henderson, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 23, 2013
Dept / School: Human Resources		Reported By: Dr. James L. Henderson
Vendor: Automated Data Processing, Inc. (ADP)		Vendor #: 600011173
Contract # / P.O. #: 4500159172		Contract Name: ADP
Contract Amount: \$ 322,953		Award Date: 5/17/12
Purpose of Contract (Brief Description): To provide benefits administration services.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 4 3 2 1	
Timeliness of Delivery or Performance	5 4 X 3 2 1	
Business Relations	5 X 4 3 2 1	ADP has proven to be a viable and flexible partner in providing high-quality benefits administration services.
Customer Satisfaction	5 X 4 3 2 1	
Cost Control	5 4 X 3 2 1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-37

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. James Henderson, Chief Human Resource Officer

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-46

Prior Year Cost \$103,950.00

SUBJECT: To approve the contract renewal with the University of Missouri-Columbia (MU/Missouri Partnership for Educational Renewal (MPER) to provide the Teaching Fellows program for selected first year teachers. The cost is not to exceed \$38,120.00 for the period July 1, 2013 through June 30, 2014.

BACKGROUND: Through this partnership, SLPS has benefitted through the variety of opportunities provided by MPER. There will be 2 fellows in the 2013-2014 school year. The teachers selected for the program will receive a master's degree at no charge during the first year of teaching.

Accountability Plan Goals: Goal II: Highly Qualified Staff

Objective/Strategy: II.F

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 990-00-110-2832-6319	GOB	Requisition #:
Amount: \$38,120.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$38,120.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012170

Department: Human Resources

Requestor: Dr. James Henderson


Dr. James Henderson, Chief Human Resource Officer


Mary M. Houlihan, Dep. Supt., Operations


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: April 23, 2013
Dept / School: Human Resources		Reported By: Dr. James L. Henderson
Vendor: University of MO-Columbia		Vendor #: 600012170
Contract # / P.O/ #: 4500165554		Contract Name: Teaching Fellows Program
Contract Amount: \$ 103,950.00		Award Date: 06-26-12
Purpose of Contract (Brief Description): To provide the Teaching Fellows Program for selected first year teachers.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5X	
	4	
	3	
	2	
	1	
Business Relations	5X	
	4	
	3	
	2	
	1	
Customer Satisfaction	5X	
	4	
	3	
	2	
	1	
Cost Control	5X	
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 30, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Deanna Anderson, Exec. Dir., Transportation

Agenda Item : 06-07-13-38

Action:

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 07-10-12-04

Prior Year Cost \$22,958,477

SUBJECT: To approve a contract renewal with First Student Inc. for the FY13-14 transportation services in an amount not to exceed \$23,707,347.00 which includes \$450,000.00 for Metro bus passes and \$2,498,400.00 from the DESEG funds. This contract is for the period beginning July 1, 2013 and ending June 30, 2014.

BACKGROUND: This is the second year in a five (5) year agreement with First Student to provide regular and special needs transportation; sports and field trips transportation; routing and scheduling services; and a Call Center. The cost increase from FY12-13 vs. FY13-14 is due to: an additional high school and redistribution of students from closed or moved schools; a 7% increase in the cost of fuel; a 2.5% increase as defined in the contract; increase in middle and high school sports transportation; an increase in field trips; an increase in summer school service; and an increase in after school activities programs.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.F

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 918 110-2551 (2553) 6341	GOB	Requisition #:
Amount: \$19,365,077.00		
Fund Source: 918 110-2558-6342 (6344)	GOB	Requisition #:
Amount: \$1,393,870.00		
Fund Source: 918 110-2558-6349	GOB	Requisition #:
Amount: \$450,000.00		
Fund Source: 918-WH-111-2551-6341	Non-GOB	Requisition #:
Amount: \$2,498,400.00		
Cost Not to Exceed: \$23,707,347.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004273

Department: Transportation

Requestor: Deanna J. Anderson

Deanna Anderson, Exec. Dir., Transportation

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 16, 2013
Dept / School: Transportation		Reported By: Deanna Anderson
Vendor: First Student		Vendor #: 600004273
Contract # / P.O. #: 4500164061 4500164058		Contract Name: Student Transportation
Contract Amount: \$ 22,508,057		Award Date: July 10, 2012
Purpose of Contract (Brief Description):		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 X 3 2 1	
Timeliness of Delivery or Performance	5 4X 3 2 1	
Business Relations	5 X 4 3 2 1	
Customer Satisfaction	5 4 X 3 2 1	
Cost Control	5 4X 3 2 1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

VENDOR PERFORMANCE REPORT INSTRUCTIONS

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 31, 2013

Agenda Item : 06-27-13-39

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Deanna Anderson, Exec. Dir., Transportation

Action to be Approved:
Contract Extension/Continuation

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 08-19-12-06

Prior Year Cost \$1,790,500.00

SUBJECT: To approve a one (1) year contract renewal with Metropolitan Taxicab Corporation, Express Medical Transporters, Inc, and Harris Taxicab Co. Inc to provide student transportation services. The first six months of service will be in an amount not to exceed \$1,000,000. When the study described in the background is completed, the staff will be ready to present its proposed solutions to the Board and request the additional funds necessary. This request includes the reimbursement amount to the county (\$150,000).

BACKGROUND: Different options of transportation are being explored with other districts to reduce costs. Implementation of these options would begin September 2013. An evaluation of the results will be conducted to determine whether the services are cost effective. Once completed, we will present to the Board and request the remaining funds for the full year. A comparison cost of taxicab service per trip FY12-13 vs FY13-14 is:

	12-13	13-14
Harris Taxicab Co.	\$17.67	\$17.67
Metropolitan Taxicab Co.	\$15.96	\$16.44
EMT INC.	\$16.39	\$16.88

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.F

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 927-110-2551 (2553)-6341-00	GOB	Requisition #:
Amount: \$100,000.00		
Fund Source: 822-110-2336-6341	GOB	Requisition #:
Amount: \$900,000.00		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed:	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:
\$1,000,000.00		

Department: Transportation

Requestor: Deanna J. Anderson

Deanna Anderson, Exec. Dir., Transportation

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 4/23/13
Dept / School: Transportation		Reported By: Deanna Anderson
Vendor: Metropolitan Taxicab Corporation		Vendor #: 600012701
Contract # / P.O. #: 4500163731		Contract Name: Student Transportation Services
Contract Amount: \$ 1,790,500.00		Award Date: 8-9-12
Purpose of Contract (Brief Description): To provide student transportation services		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	
	4 XX	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	4 XX	
	3	
	2	
	1	
Business Relations	5 XX	Good relationship with this company.
	4	
	3	
	2	
	1	
Customer Satisfaction	5	Always answers the phone and lets us know if and how they can help.
	4 XX	
	3	
	2	
	1	
Cost Control	5	
	4 XX	
	3	
	2	
	1	
Average Score	4.2	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>		

Type of report	Identify if this is a final report or a quarterly report (3 months)
Report Date	The date the report is prepared
Department	Indicate the name of the reporting department
Reported By	Please sign your name
Vendor	Enter the vendor's name
Vendor Number	Enter the vendor's assigned number
Contract # / PO #	Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name	The official name used when the contract was solicited
Contract Amount	The total dollar value of the contract: the amount listed on the Board Resolution
Award Date	Enter the date that the Board approved this contract
Contract Description	Provide a brief description of the work being done under the contract
Performance Ratings	In the comment column provide the rationale for the rating you give Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
3	Satisfactory	Met all performance requirements; Minor problems; Satisfactory corrective actions
2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



Vendor Performance Report

Type of report: Final X Quarterly <input type="checkbox"/>		Report Date: 4/23/13
Dept / School: Transportation		Reported By: Deanna Anderson
Vendor: Harris Taxi Cab Co., Inc.		Vendor #: 600004710
Contract # / P.O. #: 4500163523		Contract Name: Student Transportation Services
Contract Amount: \$ 1,790,500.00		Award Date: 8-9-12
Purpose of Contract (Brief Description): To provide student transportation services		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 XX 3 2 1	
Timeliness of Delivery or Performance	5 4 XX 3 2 1	
Business Relations	5 4 XX 3 2 1	
Customer Satisfaction	5 4 3 XX 2 1	Not as good as Metropolitan.
Cost Control	5 4 XX 3 2 1	
Average Score	3.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		

Type of report Identify if this is a final report or a quarterly report (3 months)
Report Date The date the report is prepared
Department Indicate the name of the reporting department
Reported By Please sign your name
Vendor Enter the vendor's name
Vendor Number Enter the vendor's assigned number
Contract # / PO # Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name The official name used when the contract was solicited
Contract Amount The total dollar value of the contract: the amount listed on the Board Resolution
Award Date Enter the date that the Board approved this contract
Contract Description Provide a brief description of the work being done under the contract
Performance Ratings In the comment column provide the rationale for the rating you give
 Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
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2	Marginal	Some performance requirements not met; Performance reflects some serious problem; Ineffective corrective actions
1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 4/23/13
Dept / School: Transportation		Reported By: Deidra Thomas-Murray
Vendor: Express Medical Transporters		Vendor #: 600009828
Contract # / P.O. #: 4500164456		Contract Name: Student Transportation Services
Contract Amount: \$ 1,790,500.00		Award Date: 8-9-12
Purpose of Contract (Brief Description): To provide student transportation services		
<p>Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory</p>		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 4 3 X 2 1	
Timeliness of Delivery or Performance	5 4 3 2 X 1	
Business Relations	5 4 3X 2 1	
Customer Satisfaction	5 4 3 X 2 1	
Cost Control	5 4 3 X 2 1	
Average Score	2.8	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: right;">Please Check Yes X No <input type="checkbox"/></p>		

Type of report Identify if this is a final report or a quarterly report (3 months)
Report Date The date the report is prepared
Department Indicate the name of the reporting department
Reported By Please sign your name
Vendor Enter the vendor's name
Vendor Number Enter the vendor's assigned number
Contract # / PO # Enter the assigned contract # or the purchase order # for the goods or services being reported
Contract Name The official name used when the contract was solicited
Contract Amount The total dollar value of the contract: the amount listed on the Board Resolution
Award Date Enter the date that the Board approved this contract
Contract Description Provide a brief description of the work being done under the contract
Performance Ratings In the comment column provide the rationale for the rating you give
Indicate the contract requirements that were exceeded, were not exceeded, or were not met by the vendor

Performance Ratings Guidelines

Rating	Category	Description
5	Exceptional	Met all performance requirements; Minor problems; Effective corrective actions; Improved performance; Quality results
4	Very Good	Met all performance requirements; Minor problems; Effective corrective actions
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1	Unsatisfactory	Most performance requirements are not met; Recovery not likely

Performance Categories Descriptions

Category	Description
Quality of Goods and / or Services	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
Timeliness of Delivery or Performance	Rate the vendor's performance based on the delivery requirements of the contract. If the vendor significantly exceeded the requirements (to SLPS' benefit); quickly resolved delivery issues
Business Relations	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
Customer Satisfaction	Rate the vendor based on feedback you receive from your customers (end-users)
Cost Control	Make your ratings based on the vendor's effectiveness in forecasting, managing and controlling contract cost. This assesses whether the vendor met original cost estimated or needed to negotiate cost changes to meet contract requirements



BOARD RESOLUTION

Date: May 23, 2013

Agenda Item: 06-27-13-40

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution #05-03-12-19 & 11-15-12-01

Prior Year Cost \$5,417,510.50

SUBJECT: To approve a contract renewal with ARAMARK Management Services Limited Partnership to provide Facilities Management Services for maintenance, custodial and grounds services for all buildings in the District. The work should begin on July 1, 2013 and end on June 30, 2014 at a cost not to exceed \$5,460,019.92. The project will be funded through the General Operating Budget, pending legal review and availability of funds.

BACKGROUND: The vendor will be responsible for providing all management, administrative and plant operations for maintenance, custodial and grounds/landscaping services; maintenance and custodial supplies; snow removal; vehicles' leasing, fueling and maintenance; energy management plan; support of capital improvements and bond issues; safety and risk management; and business performance and reporting. This contract is the first year of the 4 year renewal option.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-110-2624-6319	GOB	Requisition #: TBD
Amount: \$5,460,019.92		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$5,460,019.92	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #:600010294

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06027-13-41

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Contract Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 07-10-12-16

Prior Year Cost: \$2,500,000.00

SUBJECT: To approve a contract renewal with Cooperating School District, in conjunction with Tremco/Weatherproofing Technologies, to provide roofing inspections, and repair and replacement services for District schools and buildings. The work should begin on July 1, 2013 and be completed by June 30, 2014 at a cost not to exceed \$500,000.00. This project will be funded by General Operating Funds.

BACKGROUND: The St. Louis Public Schools, as a member of the Cooperating School District (CSD), utilizes a contract negotiated by CSD with Tremco/Weatherproofing Technologies, Inc. to provide roofing repairs and replacement services for District schools and buildings. The Tremco Corporation provides St. Louis Public Schools with roofing surveys, assessments and when required, the design and supervision of roof replacement or repairs. All roof work will be under warranty for labor and materials. This project will be funded by General Operating Funds.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** III.C.1

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-FE-110-2624-6522	GOB	Requisition #: TBD
Amount: \$500,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$500,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001140

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5/6/13
Dept / School: District Wide		Reported By: Linda C. McKnight
Vendor: CSD/Tremco		Vendor #: 600001140
Contract # / P.O/ #: 4500158020		Contract Name: Roof Inspections, Replacements and Repair Services
Contract Amount: \$2,500,000.00		Award Date: July 1, 2012
Purpose of Contract (Brief Description): Provide roofing inspections, replacements and repair services for all District-wide schools and buildings.		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	Provides solutions to problems and performs quality workmanship
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	Very quick to respond
	4	
	3	
	2	
	1	
Business Relations	5	Good customer service
	4	
	3	
	2	
	1	
Customer Satisfaction	5	Had no minor problems or complaints with the customers
	4	
	3	
	2	
	1	
Cost Control	5	Met all performance requirements; effective corrective actions
	4	
	3	
	2	
	1	
Average Score	5	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-42

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Action to be Approved:
Memorandum of Understanding Renewal
Previous Board Resolution # 06-07-12-14

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve the Memorandum of Understanding with Urban League Head Start to provide the framework for the cooperative efforts between Urban League Head Start and SLPS. The program will be for the period of July 1, 2013 to June 30, 2014 and there will be no cost to the District.

BACKGROUND: The Urban League Head Start will help maximize the use of available local resources in providing special education and related services to young children and their families under federal IDEA guidelines.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Early Childhood Spec

Requestor: Dr. Sheryl Davenport

Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: Urban League Head Start

School: Early Childhood Education

From: July 1, 2013 **To:** June 30, 2014

Performance Standard 1: To maximize the use of available local resources in providing special education programs and related services to young children with disabilities and their families in the City of St. Louis. _____

Status: The standard has been met. Communication with Urban League Head Start has resulted in the identification, evaluation and service to eligible preschool children attending Urban League Head Start partner centers. _____

Performance Standard 2: To ensure coordination of services to children with disabilities served by the Urban League Head Start and the St. Louis Public Schools. _____

Status: The standard has been met. St. Louis Public Schools and the Urban League have participated in joint meetings to discuss and coordinate services. The SLPS diagnostic teams meet regularly with Urban League staff to make sure families are active participants in the process. _____

Performance Standard 3: To clarify roles and responsibilities of the St. Louis Public Schools and Urban League Head Start Program and the families. _____

Status: The standard has been met. St. Louis Public Schools, Urban League Head Start and families meet regularly to discuss the needs of eligible children. _____

Performance Standard 4: To encourage and support collaboration among Head Start Programs and State agencies in the further development of high quality early childhood and parent education services city-wide. _____

Status: This standard has been met. St. Louis Public Schools, Urban League Head Start and the State agency have met four times during the 2012-13 school year discussing communication and collaboration efforts. _____

Submitted by: Sheryl Davenport Ed. D.; Executive Director, EC/ECSE

Date: May 13, 2013

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

Memorandum of Understanding
Involving
The St. Louis Public Schools
And
The Urban League Head Start
Concerning
Head Start and Early Childhood Special Education (Part B of IDEA)

Purpose

The purpose of this Memorandum of Understanding is to facilitate communication and coordination between the St. Louis Public Schools and the Urban League of Metropolitan St. Louis' Head Start Program (Urban League Head Start). This agreement is guided by the Head Start Program Performance Standards (45-CFR Parts-1301-1306, 1308), Individuals with Disabilities Education Act (IDEA), the State Regulations implementing Part B of the IDEA, Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act (ADA) and Head Start Act 2007. This document is not intended to create any new binding requirements for the St. Louis Public Schools and the Urban League Head Start program. This document reflects current legislative and regulatory requirements as well as recommended practices. It is the expectation that the Urban League Head Start and the St. Louis Public Schools will use this document as a guide to create local collaboration responsive to the needs of the St. Louis community.

While this document addresses issues related to children with disabilities and their families, the participants in this agreement are committed to promoting integration of all early childhood programs and resources that address the needs of all young children in the City of St. Louis, MO. Examples include, but are not limited to: Missouri Preschool Project programs, Parents as Teachers, Even Start, Title I Preschools, Child Care Block Grant programs, Migrant and Homeless programs, etc.

Objectives

The objectives of this Memorandum of Understanding are:

- To provide a framework for the development of interagency agreements and cooperative efforts between the Urban League Head Start Program and the St. Louis Public Schools.
- To maximize the use of available local resources in providing special education programs and related services to young children with disabilities and their families in the City of St. Louis.
- To ensure coordination of services to children with disabilities served by the Urban League Head Start and the St. Louis Public Schools.
- To clarify roles and responsibilities of the St. Louis Public Schools (LEA), Urban League Head Start Program, and families.
- To provide information to St. Louis Public Schools' administrators and program staff in about Head Start's Performance Standards regarding services and responsibilities for children with disabilities.

- To provide information to Head Start administrators and program staff about LEA services and responsibilities for children with disabilities under IDEA, state law, and regulations.
- To provide opportunities for local Head Start program and LEA staff to discuss mutual accomplishments and concerns.
- To encourage and support collaboration among Head Start Programs and State agencies in the further development of high quality early childhood and parent education services citywide.

Agency Mandates

Urban League Head Start (HS)

To recruit and enroll children with disabilities in accordance with Head Start Performance Standard 1305.6(c) which states "At least 10 percent of the total Number of enrollment opportunities in each grantee and each delegate agency during an enrollment year must be made available to children with disabilities..."

Local Education Agency (LEA)

To identify children with disabilities age birth to twenty-one and provide special education and related services to all children with disabilities ages 3 to 21 in compliance with IDEA, the Missouri State Regulations implementing Special Education, and the LEA Compliance Plan.

Confidentiality/Release of Information-Family Educational Rights and Privacy Act of 1974 (FERPA): School districts and Head Start programs shall obtain written consent of the parent before disclosing personally identifiable information from the education records of a child. The written consent must be signed and dated by the parent and shall include the following; a) a specification of the records to be disclosed, b) the purpose of the disclosure, and c) the party or parties to whom the disclosure may be made. Part B of IDEA provides for the parent's right to revoke consent at any time.

AGENCY RESPONSIBILITIES AND RECOMMENDED PRACTICES

IDENTIFICATION OF CHILDREN WITH DISABILITIES

Head Start

To screen all Head Start enrolled children with a developmental screen within 45 calendar days after the start of Head Start services. Screening provides information in the following areas:

- Visual/Motor
- Language
- Cognition
- Gross Motor/Body Awareness
- Social/Emotional
- Complete Physical Including:
 - a. Vision Testing
 - b. Hearing Testing

To share screening information with LEA staff for those children referred by the Urban League Head Start to LEA according to Head Start Performance Standards.

To review all previous screening and evaluation data when receiving referrals from LEA.

LEA

State law requires districts to annually assist in Child Find by publicizing the school's responsibility for providing special education for eligible children 3-21 and conducting an annual census of children birth to 21 suspected of having disability.

Every school district offers Parents as Teachers services, and one of the functions of Parents as Teachers is conducting screenings for children age one to five. Screening may be conducted earlier than age one if there is a developmental concern.

Upon obtaining parent permission, screening results for children referred by or enrolled in Head Start Program will be shared with Head Start staff.

Area of Collaboration

Each agency will meet their responsibility for screening through a collaborative effort, not duplicating services, and sharing information with the parent/guardian written permission.

REFERRAL FOR EVALUATION

Urban League Head Start

To refer a child to the LEA for evaluation as soon as the need is evident, starting as early as the child's third birthday with written permission of the parent/guardian of the child.

To share screening information with LEA staff for those children referred by HS to LEA according to HS Performance Standards.

To provide HS staff with information regarding IDEA Procedural Safeguards.

LEA

To inform parents of their rights (Procedural Safeguards) when their children are referred to ECSE for evaluation. The IDEA provides families with certain rights for obtaining and continuing services for children with disabilities. Procedural Safeguards cover the following areas:

- Written Notice and Consent
- Independent Educational Evaluation
- Access to Records
- Confidentiality of Information
- Destruction of Records
- Parent Participation
- Disciplinary Actions
- Limitation on Reimbursement for Private School Placement
- Due Process Procedures/Admin Hearing Rights
- Child Complaints
- Attorney's Fees

To make available information about these procedural safeguards to local Head Start Programs.

Obtain the parent's written consent for release of information and records for children enrolled in HS prior to initiation of the evaluation if Head Start's referral form does not cover this.

To review referral information form Head Start to determine if an evaluation is warranted.

To provide the parent/guardian with a notice of action refused when the LEA determines evaluation is not warranted.

Area of Collaboration

Data on instructional strategies and teacher's observation of the child's performance while in Head Start can be used by the LEA to assist with decisions related to evaluation. Head Start and the LEA will collaborate and establish referral procedures. Head Start can help the parent understand the special education process and help the parent make a referral. A common release of information form will be used which clearly indicates the parent's wishes to request an evaluation by the school district. The Urban League Head Start and LEA will collaborate to assist families in understanding IDEA Procedural Safeguards.

EVALUATION

Head Start

To ensure that a comprehensive multi-disciplinary evaluation is made available to all Head Start children suspected of having a disability.

To assist the family in obtaining the necessary services within the time frame specified in the Head Start regulations.

To share information and records with the local school district.

To participate with the local school district at the request of the family in the comprehensive assessment process.

To assist the family in keeping evaluation appointments with the LEA.

LEA

With the input of the parent, to review existing information to determine if there is sufficient data to determine:

- Whether the child has a particular category of disability
- Present levels of performance and educational needs of the child
- Whether the child needs special education and related services

To provide notice of intent to evaluate prior to determining eligibility if no additional assessment is needed and to obtain written consent of the parent prior to conducting any necessary tests or other assessment instruments.

To conduct or obtain necessary assessments for all preschool children suspected of having a disability.

To notify the parent of the eligibility staffing early enough to ensure an opportunity to participate.

To involve the Urban League Head Start in the evaluation process including, but not limited to notifying Head Start of scheduled assessment dates, times and places,

reviewing evaluation information and records provided by Head Start, sharing evaluation information with parent's permission, and observing in the Urban League Head Start classroom.

Area of Collaboration

Observation may be a part of the evaluation process for the LEA. The Urban League Head Start site provides an appropriate environment for observation and possibly other assessments. The LEA will include Urban League Head Start in the eligibility staffing with the parent's permission.

ELIGIBILITY DETERMINATION

Head Start

To participate in the LEA's eligibility staffing for those children enrolled in the Urban League Head Start program.

To inform the family of differences in Head Start and LEA eligibility criteria for services.

LEA

To write an evaluation report, synthesizing information about the child. Information from Head Start, the parent, and other outside sources will be considered by the LEA evaluation team for possible inclusion in the evaluation report. This report will specify the child's eligibility or ineligibility for early childhood special education services. Eligibility is based on criteria referenced in Missouri's State Plan for Part B of the Individuals with Disabilities Education Act.

To include the parent, and with parent's consent, invite Urban League Head start to participate in the meeting to determine eligibility.

For those children enrolled in Head Start, with parent consent, to notify Head Start in writing of eligibility determination by providing them a copy of the child's evaluation report.

To schedule an IEP meeting and provide notification to the parent of this meeting when the child is determined eligible for early childhood special education. The parent shall be notified that they and the district may invite other people with knowledge or special expertise about their child to the meeting.

Area of Collaboration

Head Start and LEA staff should be cross-trained so they understand their respective eligibility requirements and can explain the differences to families. Head Start and the LEA will work collaboratively to help ensure that the parents attend the eligibility staffing.

INDIVIDUALIZED EDUCATION PROGRAM (IEP)

Head Start

To participate with the parents in the IEP process for children who have been referred to and evaluated by the LEA, or children whose services may be shared by the LEA and Urban League Head Start.

When an LEA IEP is developed and the child is in Head Start, appropriate goals and objectives/benchmarks will be implemented in Head Start daily activities. Head Start will document the progress and share this information with the LEA.

With parental consent, the LEA will invite Head Start staff to participate in IEP meetings for ECSE eligible children who are enrolled in Head Start.

To develop with the IEP team an IEP for each child who meets the eligibility criteria as established by Missouri State Regulations for Part B of IDEA. For children enrolled in Head Start, information received from Head Start shall be reviewed by the IEP team for possible inclusion in the child's IEP, and for all subsequent reviews.

To provide a copy of the IEP to the parent.

With parental consent to share with Head Start a copy of the IEP developed by the LEA.

To document and share progress on goals and objectives/benchmarks with Head Start on children enrolled in Head Start and self-contained Early Childhood programs.

Area of Collaboration

The child's family is a required member of the IEP team under IDEA and Head Start Performance Standards. Head Start and the LEA will include the family in planning for their child's IEP. The information contributed by the family will be instrumental in developing goals and objectives for the child and in determining the most appropriate placement in which those services can be delivered. LEAs are responsible for implementation of the IEP for children eligible under the Missouri State Regulations implementing Part B, and any revisions to the document are the responsibilities of the LEA IEP team.

The LEA and Head Start will work collaboratively implementing the IEP and documenting the progress on goals/benchmarks of the IEP. LEA special education and related services staff will provide direct services to the child and/or consultation to Head Start as determined by the IEP team to implement strategies which will help the child meet the goals and objectives/benchmarks.

The Head Start teacher may fulfill the required role of regular education teacher in the child's IEP.

PLACEMENT

Head Start

The Head Start Performance Standards [45CFR § 1308.5 (c)] state that: "A grantee must not deny placement on the basis of a disability or its severity to any child when:

- 1) The family wishes to enroll the child,
- 2) The child meets the Head Start age and income eligibility criteria,
- 3) Head Start is an appropriate placement according to the child's IEP, and
- 4) The program has space to enroll more children, even though the program has made ten percent of its enrollment opportunities available to children with disabilities. In that case, children who have a disability and non-disabled children would compete for the available enrollment opportunities."

LEA

To provide special education and related services based on the IEP goals and objectives/benchmarks in the least restrictive environment (LRE) to children who meet the ECSE eligibility criteria for special education services. As part of the IEP team, parents participate in placement decisions.

To consider delivering services in an early childhood setting, designed primarily for children without disabilities i.e. Head Start.

To obtain written consent of the parent prior to initial placement and provision of service.

Areas of Collaboration

When enrollment in the Urban League Head Start program is being considered for a child with disabilities, consultation between the LEA representative and the Urban League Head Start program representative will take place to discuss if the Head Start program is appropriate and a funded slot is available. Special education and related services provided by the LEA should be delivered at the Head Start site whenever appropriate. To include the Urban League Head Start Center located at 8964 Jennings Station Road which is less than .5 miles from the city limit. The Urban League Head Start Program will provide appropriate accommodation for LEA staff at this facility as required.

FAMILY INVOLVEMENT

Head Start

To provide families with information, training and skills to advocate successfully for their child with disabilities.

Urban League Head Start will share with parent information about parent educational opportunities in the community.

Area of Collaboration

The Urban League Head Start and the LEA will collaborate to make certain that the family is present at IEP meetings and is given an opportunity to participate. LEA will share information with the Urban League Head Start regarding parent education opportunities that their families could participate in.

LEA

To report to parents on the child's progress toward achieving annual goals at least as frequently as for children without disabilities in the school.

STAFF DEVELOPMENT

Head Start

To schedule ongoing in-service training and technical support for staff, in order to increase their knowledge and skills in identifying and successfully integrating children with disabilities.

Area of Collaboration

The Urban League Head Start and the LEA will work together to develop a plan for training opportunities to meet their mutual needs. They will share information i.e. Center for Innovations in Special Education (CISE) Newsletter, National Head Start Bulletin, Quality Improvement Center for Disability resources, and statewide training opportunities.

LEA

To assess the needs of LEA staff in the planning and implementation of staff development activities for personnel working with children with disabilities.

TRANSITION

Head Start
To develop and implement a system to ensure smooth and effective transitions from Head Start to LEA services.

LEA
To meet with the Head Start staff for the purpose of transition planning for kindergarten eligible children.

To develop and implement a system to ensure smooth transitions from Head Start to LEA services.

Area of Collaboration

Urban League Head Start and the LEA will develop a system to ensure transfer of information between agencies about children who will be leaving Head Start. This information should include, but is not limited to, health records, data on diagnosed disabilities, developmental status, and social services received. The Urban League Head Start and LEA will also work together to develop a plan for ensuring uninterrupted services and access to needed services.

Urban League Head Start and the LEA will establish and maintain ongoing channels of communication between administration and staff to support the following transitioning activities:

1. Organizing and participating in joint transition related training for school staff and Head Start staff;
2. Head Start parent training that includes educational and developmental needs of children and parent advocacy;
3. Head Start parent training and activities that provides an understanding the instructional services provided by the LEA.

DATA

Head Start
To report to the Administration for Children, Youth and Families (ACYF) the number of children with disabilities served on the annual Program Information Report (PIR). By December 1 of each year, Head Start will report to the LEA the number of children under a LEA IEP, not Head Start only IEP. Head Start will provide additional information when requested to assist the LEA in their planning.

LEA
To complete required state and federal reports.

FISCAL

Head Start

Urban League Head Start is committed to fiscal support to ensure that services needed by children with disabilities will be provided in full, either directly or by a combination of Head Start funds and other resources.

LEA

Under IDEA, the LEA is responsible for ensuring the identification, evaluation, and provision of a free appropriate public education for all children ages 3-21 found to be in need of special education and related services.

The LEA is responsible for ensuring that these services are provided, in accordance with the provisions of the IEP but may not be required to pay for these services.

The LEA is responsible for ensuring that these services are provided, in accordance with the provisions of the IEP but may not be required to pay for these services in every situation.

The LEA will complete all required paperwork related to the LEA ECSE budget and other data reports to obtain funding for appropriate special education and related services for children eligible for ECSE.

Area of Collaboration

LEA and the Urban League Head Start are encouraged to share resources to ensure that eligible children receive appropriate services. In some cases Head Start may be able to assist with related services, such as transportation, paraprofessional support, etc. Specific fiscal responsibilities between the LEA and Head Start should be discussed as part of the process of developing the local agreement.

REVIEW OF ADDEMDIUM INFORMATION

Unless representatives of the Urban League Head Start and the St. Louis Public Schools notify the other party that there is a need for revisions, or the desire to end the agreement, this agreement will be automatically renewed, as written, on an annual basis. Notification shall be provided at least 30 days prior to the annual renewal date, in the event of a proposed revision or cancellation.

Hazel Mallory 4-16-13
Hazel Mallory Date
Director
Urban League Head Start

James A. Smith 4/16/13
James A. Smith Date
Disabilities/Mental Health Coordinator
Urban League Head Start

Sheryl Davenport, Ed. D. Date
Executive Director
Early Childhood/Early Childhood Special
Education
St. Louis Public Schools

John "Chip" Jones, Ph. D. Date
Executive Director
Student Support Services
St. Louis Public Schools

Nicole Williams, Ph. D. Date
Deputy Superintendent
for Academics
St. Louis Public Schools

Kelvin Adams, Ph. D. Date
Superintendent of
St. Louis Public Schools



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-18

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Action to be Approved:
Memorandum of Understanding
Previous Board Resolution # 06-07-12-15

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve the Memorandum of Understanding with Grace Hill Head Start to provide the framework for the cooperative efforts between Grace Hill Head Start and SLPS. The program will be for the period of July 1, 2013 to June 30, 2014 and there will be no cost to the District.

BACKGROUND: Grace Hill Head Start will help maximize the use of available local resources in providing special education and related services to young children and their families under federal IDEA guidelines.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1. D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Early Childhood Spec

Requestor: Dr. Sheryl Davenport

Dr. Sheryl Davenport, Exec. Dir., Early Childhood

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Memorandum of Understanding

Performance Standard(s)

Report

Agency: Project Construct

School: Early Childhood Education

From: July 1, 2013 **To:** June 30, 2014

Performance Standard 1: Provide professional development to Early Childhood, Early Childhood Special Education teachers and teacher assistants in the Project Construct frameworks in accordance with DESE standards. _____

Status: The standard has been met. Project Construct facilitators have provided training throughout the 2012-13 school year. Sixty EC/ECSE participants gained certification in the standards and an additional ten received Teacher Leader Mentor training. _____

Performance Standard 2: To ensure coordination of services to children with disabilities served by the Grace Hill Head Start and the St. Louis Public Schools. _____

Status: The standard has been met. St. Louis Public Schools and the Grace Hill have participated in joint meetings to discuss and coordinate services. The SLPS diagnostic teams meet regularly with Grace Hill staff to make sure families are active participants in the process. _____

Performance Standard 3: To clarify roles and responsibilities of the St. Louis Public Schools and Grace Hill Head Start Program and the families. _____

Status: The standard has been met. St. Louis Public Schools, Grace Hill Head Start and families meet regularly to discuss the needs of eligible children. _____

Performance Standard 4: To encourage and support collaboration among Head Start Programs and State agencies in the further development of high quality early childhood and parent education services city-wide. _____

Status: This standard has been met. St. Louis Public Schools, Grace Hill Head Start and the State agency have met four times during the 2012-13 school year discussing communication and collaboration efforts. _____

Submitted by: Sheryl Davenport Ed. D.; Executive Director, EC/ECSE

Date: May 13, 2013

Reviewed by: _____

Date: _____

Recommendation:

Continue

Discontinue

**Memorandum of Understanding
Involving
St. Louis Public Schools-Early Childhood Special Education
And
Grace Hill Settlement House Head Start Program
Purpose**

The purpose of this Memorandum of Understanding is to facilitate communication and coordination between the St. Louis Public Schools-Early Childhood Education, in cooperation with Grace Hill Head Start. For the purpose of this agreement-Grace Hill Head Start includes Grace Hill Head Start partner and delegate agencies. This agreement is guided by the Head Start Program Performance Standards (45-CFR-1301-1306, 1308) and Public Law 110-1324 and "Improving Head Start for School Readiness Act of 2007". This document is not intended to create any new binding requirements fro St. Louis Public Schools and/or Grace Hill Head Start. This document reflects current legislative and regulatory requirements as well as recommended practices. It is the expectation that Grace Hill Head Start and St. Louis Public Schools will use this document as a guide to create local collaborative agreements responsive to the needs of the St. Louis Community.

While this document addresses issues related to children with disabilities and their families, the participants in this agreement are committed to promoting integration of all early childhood programs through enhancing awareness of and coordination with programs and resources that address needs of all young children in St. Louis. Examples include but are not limited to: Missouri Preschool Project Programs, Parents As Teachers, Even Start, Title I Preschools, Child Care Block Grant programs, Migrant and Homeless programs, etc.

Objectives

The objectives of this Memorandum of Understanding are:

- To provide a framework for the development of interagency agreements supporting cooperative efforts between Grace Hill Head Start and the St. Louis Public Schools.
- To maximize the use of available local resources in providing special education programs and related services to young children with disabilities and their families in St. Louis.
- To ensure coordination of services to children with disabilities served by Grace Hill Head Start and the St. Louis Public Schools.
- To clarify roles and responsibilities of the St. Louis Public Schools, Grace Hill Head Start and families.
- To provide information to public school administrators and program staff in St. Louis Public Schools about Head Start's Performance Standards regarding services and responsibilities for children with disabilities.
- To provide information to Grace Hill Head Start administrators and program staff about St. Louis Public Schools services and responsibilities for children with disabilities under IDEA, state law and regulations.
- To provide opportunities for Grace Hill Head Start and St. Louis Public Schools staff to discuss mutual accomplishments and concerns.
- To encourage and support collaboration among Grace Hill Head Start, St. Louis Public Schools and state agencies in the further development of high quality early childhood and family education services statewide.

Agency Mandates

Grace Hill Head Start (GHHS)

To recruit and enroll children with disabilities in accordance with Head Start Performance Standard 1305.6(c) which states "At least 10 percent of the total enrollment in each grantee and delegate during an enrollment year must be children with disabilities...."

St. Louis Public Schools (SLPS)

To identify children with disabilities age birth to twenty-one and provide special education and related services to all children with disabilities ages 3-21 in compliance with IDEA, the Missouri State Regulations implementing Special Education, and the St. Louis Public Schools Compliance Plan.

Confidentiality/Release of Information-Family Educational Rights and Privacy Act of 1974 (FERPA): School districts and Head Start programs shall obtain written consent of the parent before disclosing personally identifiable information from the education records of a child. The written consent must be signed and dated by parent and shall include the following: a) a specification of the records to be disclosed, b) the purpose of the disclosure, and c) the party or parties to whom the disclosure may be made. Part B of IDEA provides for the parent's right to revoke consent at any time.

Agency Responsibilities and Recommended Practices
Identification of Children with Disabilities

Grace Hill Head Start

To screen all GHHS enrolled children with a developmental screen within 45 calendar days after the start of GHHS services. Screening provides information in the following areas:

- Language
- Speech
- Cognition
- Gross motor/body awareness
- Social/emotional
- Vision
- Hearing

To share screening information with SLPS staff for those children referred by GHHS to SLPS according to Head Start Performance Standards.

To review all previous screening and evaluation data when receiving referrals from SLPS.

Area of Collaboration

Each agency will meet their responsibility for screening through a collaborative effort, not duplicating services, and sharing information with the parent/guardian's written permission.

St. Louis Public Schools

To assist in Child find by publicizing the school's responsibility for providing special education for eligible children 3-21 and conducting an annual census of children birth to 21 suspected of having a disability per state law requirements.

To offer Parent As Teachers services and conduct screenings for children ages 3 to 5 who are enrolled in GHHS at a Head Start/SLPS collaboration site.

To provide to GHHS any available screening results for children referred by or enrolled in GHHS, with parent's permission.

Referral for Evaluation

Grace Hill Head Start

To refer a child to the SLPS for evaluation as soon as the need is evident, starting as early as the child's third birthday with written permission of the parent/guardian of the child.

To share screening information with SLPS staff for those children referred by GHHS to SLPS according to Head Start Performance Standards.

To provide GHHS staff with information regarding IDEA Procedural Safeguards.

St. Louis Public Schools

To inform parents of their rights (Procedural Safeguards) when their children are referred to ECSE for evaluation. The IDEA provides families with certain rights for obtaining and continuing services for children with disabilities. Procedural Safeguards cover the following areas:

Written notice and consent	Disciplinary Actions
Independent educational evaluation	Limitation on reimbursement for private school placement
Access to records	Due process procedures/
Confidentiality of information	Admin Hearing Rights
Destruction of records	Child complaints
Parent participation	Attorney's fees

To make available information about these procedural safeguards to GHHS.

To obtain the parent's written consent for release of information and records for children enrolled in GHHS prior to initiation of the evaluation.

To review referral information from GHHS to determine if an evaluation is warranted.

To provide the parent/guardian with a notice of action refused when the SLPS determines evaluation is not warranted.

Area of Collaboration

Data on instructional strategies and teacher's observations of the child's performance while in Head Start can be used by SLPS to assist with decisions related to evaluation. GHHS and SLPS will continue to collaborate and use established referral procedures. GHHS can help the parent understand the special education process and help the parent make a referral. The use of a common release of information form is recommended. GHHS and SLPS will continue to collaborate to assist families in understanding IDEA Procedural Safeguards.

Grace Hill Head Start

Evaluation

St. Louis Public Schools

To ensure that a comprehensive multi-disciplinary evaluation is made available to all GHHS children suspected of having a disability.

To share information and records with the SLPs.

To participate with SLPs at the request of the family in the comprehensive assessment process.

To assist the family in keeping evaluation appointments with SLPs.

With parental input, to review existing information to determine if there is sufficient data to determine:

Whether the child has a particular category of disability
Present levels of performance and educational needs of the child

Whether the child needs special education and related services

To provide enough notice of intent to evaluate prior to determining eligibility if no additional assessment is needed and obtain written consent of the parent prior to conducting any necessary tests or other assessment instruments.

To conduct or obtain necessary assessments for all preschool children suspected of having a disability.

To notify parents of the eligibility staffing early enough to ensure an opportunity to participate.

To involve GHHS in the evaluation process including, but not limited to notifying GHHS of scheduled assessment dates, times and places, reviewing evaluation information and records provided by GHHS, sharing evaluation information with parent's permission, and observing in the GHHS classroom.

Area of Collaboration

Observation may be a part of the evaluation process for the SLPs. The GHHS site provides an appropriate environment for observation and possibly other assessments. The SLPs will include GHHS in the eligibility staffing with the parent's permission.

Eligibility Determination

Grace Hill Head Start

To participate, with parental permission, in the SLPS eligibility staffing for those children enrolled in the GHHS program.

To convene a multi-disciplinary team, including family, for an evaluation when the parent has received a notice of action refused because the SLPS does not plan to evaluate.

To invite a representative from SLPS to participate.

To study the results of the GHHS evaluations and determine if the child is in need of special education/related services and to provide appropriate services.

To inform the family of differences in GHHS and SLPS eligibility criteria for services.

Area of Collaboration

GHHS and SLPS staff should be cross-trained so they understand their respective eligibility requirements and can explain the differences to families. GHHS and SLPS should work collaboratively to help ensure that the parents attend the eligibility staffing.

St. Louis Public Schools

To write and evaluation report, synthesizing information about the child. Information from GHHS, the parent and other outside sources will be considered by the SLPS evaluation team for possible inclusion in the evaluation report. This report will specify the child's eligibility or ineligibility for early childhood special education services. Eligibility is based on criteria referenced in Missouri's State Plan for Part B of the IDEA.

To include the parent, and with parental consent, invite GHHS to participate in the meeting to determine eligibility.

To notify GHHS, with parental consent, in writing of eligibility determination by providing them a copy of GHHS enrolled children's evaluation report.

To schedule an IEP meeting and provide notification to the parent of this meeting when the child is determined eligible for early childhood special education. The parent shall be notified that they and the district may invite other people with knowledge or special expertise about their child to the meeting.

Individualized Education Program

Grace Hill Head Start

To participate with the parents in the IEP process for children who have been referred to and evaluated by the SLPS, or children whose services may be shared by the SLPS and GHHS.

To implement appropriate goals and objectives/benchmarks in GHHS daily activities for children enrolled in GHHS who have an IEP developed by SLPS.

St. Louis Public Schools

To invite, with parental consent, GHHS staff to participate in IEP meetings for ECSE, eligible children who are enrolled in GHHS.

To develop with the IEP team and IEP for each child who meets the eligibility criteria as established by Missouri State regulations for Part B of IDEA. For children enrolled in GHHS, information received from GHHS shall be reviewed by the IEP team for possible inclusion in the child's IEP, and for all subsequent reviews.

To provide a copy of the IEP to the parent.

To share with GHHS, with parental consent, a copy of the IEP developed by SLPS.

Area of Collaboration

The child's family is a required member of the IEP team under IDEA and Head Start Performance Standards. GHHS and SLPS will include the family in planning for their child's IEP. The information contributed by the family will be instrumental in developing goals and objectives for the child and in determining the most appropriate placement in which those services can be delivered. SLPS is responsible for implementation of the IEP for children eligible under the Missouri State Regulations implementing Part B, and any revisions to the document are the responsibilities of the SLPS IEP team. GHHS is not required to develop a separate IEP. Effective collaboration will alleviate the need for two IEPs for children who are dually enrolled.

The SLPS and GHHS will work collaboratively implementing the IEP and documenting the progress on goals/objectives/benchmarks of the IEP. SLPS special education and related services staff will provide direct services to the child and/or consultation to GHHS as determined by the IEP team to implement strategies which will help the child meet the goals and objectives/benchmarks.

The GHHS teacher may fulfill the required role of regular education teacher in the child's IEP.

Placement

Grace Hill Head Start

The Head Start Performance Standards [1308.5 (c)] state that: "A grantee must not deny placement on the basis of a disability or its severity to any child when:

1. The family wishes to enroll the child
2. The child meets the Head Start age and income eligibility
3. Head Start is an appropriate placement according to the child's IEP, and
4. The program has space to enroll more children, even though the program met the mandate to serve children with disabilities. In that case, children who have a disability and non-disabled children would compete for the available enrollment opportunities."

St. Louis Public Schools

To provide special education and related services based on the IEP goals and objectives/benchmarks in the least restrictive environment (LRE) to children who meet the ECSE eligibility criteria for special education services. As part of the IEP team, parents participate in placement decisions.

To consider delivering services in an early childhood setting, designed primarily for children without disabilities, e.g. GHHS.

To obtain written consent of the parent prior to initial placement and provision of services.

Area of Collaboration

When enrolled in a GHHS program is being considered for a child with disabilities, consultation between the SLPS representatives and the GHHS representatives will take place to discuss if the GHHS program is appropriate and that a funded slot is available. Special education and related services provided by the SLPS should be delivered at the GHHS site whenever appropriate.

Family Involvement

Grace Hill Head Start

To provide families with information, training and skills to advocate successfully for their child with disabilities.

To share with parents information about parent educational opportunities in the community.

St. Louis Public Schools

To report to parents on the child's progress toward achieving annual goals at least as frequently as for children without disabilities in the school.

Area of Collaboration

GHHS and SLPs should collaborate to make certain that the family is present at the IEP meetings and is given an opportunity to participate. SLPs should share information with GHHS regarding parent education opportunities their families could participate in.

Grace Hill Head Start

To schedule ongoing in-service training and technical support for staff, in order to increase their knowledge and skills in identifying and successfully integrating children with disabilities.

Staff Development

St. Louis Public Schools

To assess the needs of SLPs staff in the planning and implementation of staff development activities for personnel working with children with disabilities.

Area of Collaboration

GHHS and the SLPs will continue to work together to implement a plan for training opportunities to meet their mutual needs. They will share information including: Center for Innovation in Special Education (CISE) Newsletter and statewide training opportunities.

GHHS and SLPs will reciprocally invite the other to provide training in areas of expertise, to participate in training events and program visits and share training plans and resources.

Transition

Grace Hill Head Start

To meet with the SLPS staff for the purpose of transition planning for children with disabilities.

To develop and implement a system to ensure smooth transitions from GHHS to SLPS.

Area of Collaboration

GHHS and SLPS will continue to implement a system to ensure transfer of information between agencies about children, with parental permission, who will be leaving GHHS. This information may include, but not limited to, health records, data on diagnosed disabilities, developmental status, and social services received. GHHS and SLPS will also work together to implement a plan for ensuring uninterrupted services and access to needed services.

Data

Grace Hill Head Start

To report to the Administration for Children, Youth and Families (ACYF) the number of children with disabilities served on the annual Program Information Report (PIR).

GHHS will provide additional information when requested to assist the SLPS in their planning.

St. Louis Public Schools

To meet with the GHHS staff for the purpose of transition planning for children with disabilities.

To develop and implement a system to ensure smooth and effective transitions from GHHS to SLPS services.

St. Louis Public Schools

To complete required state and federal reports.

To provide GHHS with the necessary documentation for SLPS Head Start children to complete the PIR accurately.

Fiscal

Grace Hill Head Start
To ensure that services needed by children with disabilities will be provided in full, either directly or by a combination of GHHS funds and other sources.

St. Louis Public Schools

To ensure the identification, evaluation and provision of a free and appropriate public education for all children ages 3-21 found to be in need of special education and related services as outlined by IDEA.

To ensure that these services are provided, in accordance with the provisions of the IEP but may not be required to pay for these services in every situation.


To complete all paperwork related to the SLPS ECSE budget and other data reports to obtain funding for appropriate special education and related services for children eligible for ECSE.

Area of Collaboration

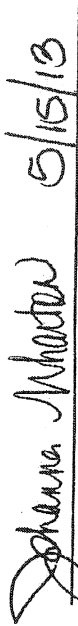
SLPS and GHHS are encouraged to share resources to ensure that eligible children receive appropriate services. In some cases GHHS is able to assist with related services, such as transportation, paraprofessional support, etc. Specific fiscal responsibilities between the SLPS and GHHS should be discussed as part of the process of developing local agreements.

Review of Agreement

"Unless representatives of Department of Early special Education and Head Start notify the other party that there is a need for revisions, or of the desire to end the agreement, this agreement will be automatically renewed, as written, on an annual basis. Notification shall be provided at least 30 days prior to the annual renewal date, in the event of a proposed revision or cancellation.


Name _____ Date 5/15/13
President/CEO
Grace Hill Settlement House

Name
Superintendent
St. Louis Public Schools


Name _____ Date 5/15/13
Executive Vice President
Head Start Director
Grace Hill Settlement House

Name
Executive Director Early Childhood
Early Childhood Special Education
St. Louis Public Schools

Name
Chief Academic Officer
St. Louis Public Schools

Name
Associate Superintendent for Student Support Services
St. Louis Public Schools



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-2013-44

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: John Windom, Exec. Director, Full Service Schools

Action to be Approved:
Agency/Partnership Agreement

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve the Agency Partnership Agreement with Jamison Memorial Human Resource & Development Agency (JSO) to operate a 21st Century Community Learning Center providing an after school and summer programs. Programs will operate at two community sites in St. Louis City for the period of July 1, 2013 to June 30, 2016 at no cost to the District. The Agreement will be presented to the Board for renewal each year.

BACKGROUND: Jamison Memorial has committed to provide after school and summer programming to students in the St. Louis Public Schools attending The Academy of Environmental Science and Mathematics. There are specific outcome required by the state for the 21st Century funding. Jamison Memorial will provide an evaluation report after September, 2014 upon request.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.3.d

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Community Education

Requestor: Judith King

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

John Windom, Exec. Director, Full Service Schools

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-45

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Althea Albert-Santiago, Director, Food Service

Action to be Approved:
Memorandum of Understanding

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-66

SUBJECT: To approve the renewal of the Memorandum of Understanding (MOU) with Gateway Greening to establish food producing gardens on SLPS grounds and to encourage collaborative efforts in support of excellence in school gardening as a part of the Farm-to-School Program. The MOU will be for the period July 1, 2013 through June 30, 2014.

BACKGROUND: Gateway Greening will provide the resources needed to establish a school garden, provide printed curricula and nutrition literature, and will also provide a train-the-trainer class for successful supervision of the school gardens. Gateway Greening is providing support to 22 schools .

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
\$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Food & Nutrition Service

Requestor:

Althea Albert-Santiago, Director, Food Service

Stacy Clay, Dep. Supt., Institutional Advancement

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

MEMORANDUM OF UNDERSTANDING
(NON-FUNDRAISING)

This Memorandum of Understanding (“MOU”) is entered into by and between the Saint Louis Public Schools (“SLPS”) and the Gateway Greening (“Agency”) on this 1st day of July, 2013.

The purpose of this Memorandum of Understanding is to establish a partnership between Gateway Greening and the St. Louis Public Schools in order to: provide nutrition education in the St. Louis Public Schools and to participate in community health awareness activities.

1. Fundraising: It is understood by The Agency that the SLPS does not endorse any fundraising efforts by the Agency, whether or not associated with the activities and duties contemplated by this MOU. To the extent that the Agency believes in the future that its activities require fundraising, the parties agree that all documents and activities associated with any such fundraising effort will be cooperatively prepared and separately agreed to, and **must be approved by the Special Administrative Board of the Transitional School District of the City of St. Louis prior to implementation.**

2. Limitation of Liability: Each party to this MOU shall be solely responsible for any and all actions, suits, damages, liability, or other proceedings brought against it as a result of the alleged negligence, misconduct, error, or omission of any of its officers, agents or employees. Neither party is obligated to indemnify the other party or to hold the other party harmless from costs or expenses incurred as a result of such claims, and the SLPS shall continue to enjoy all rights, claims, and defenses available to it under law, to specifically include Mo.Rev.Stat. §537.600, et seq. Nothing in the MOU shall be construed as an indemnification by one party or the other for liabilities of a party or third persons for property or any other loss, damage, death, or personal injury arising out of the performance of this MOU. Any liabilities or claims for property or other loss, damage, death, or personal injury by a party or its agents, employees, contractors, or assigns or by third persons arising out of and during this MOU shall be determined according to applicable law. SLPS does not relinquish or waive any of its rights under applicable state governmental immunities law.

3. Background Checks: All Personnel providing services under this MOU that may in any way come into contact with students must undergo background checks consistent with those used by the SLPS and state-licensed facilities; all such checks must be performed and passed prior to any Personnel providing any services hereunder. At a minimum, checks hereunder shall include a Department of Family Services background check, a criminal background check, and fingerprinting. The cost of all such background checks shall be borne by the Agency, and the SLPS shall not be liable for such cost under any circumstance. The Agency will provide written confirmation to SLPS that the background checks on all Personnel hereunder reflected no

negative findings, that said Personnel passed the background checks and are, therefore, eligible to provide services under this MOU.

4. Student Information: The Agency acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students, including but not limited to the education and/or medical records of students. Both during the term of this MOU and thereafter, the Agency covenants and agrees to hold such information in trust and confidence and to exercise diligence in protecting and safeguarding such information, as well as any other information protected from public disclosure by federal or state law or by the policies or procedures of the SLPS. The Agency will not disclose any confidential information to any third party except as may be required in the course of performing services for the SLPS hereunder or by law, and any disclosure will be in compliance with the Family Education Rights and Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”).

5. Obligations of SLPS:

- (a) Provide permission to establish school gardens on SLPS property for the use of students tending the garden under supervision of after school providers, interested school personnel, GGI and GGI volunteers. Identification and assistance in coordinating with approved after school providers.
- (b) Assistance in determining appropriate location for the school garden adjacent to available water and sunlight. Agree to provide secure storage area for modest amount of hand tools, hoses and wheelbarrows. Letters of support from school principals acknowledging support for the garden project and statistical information such as percentage of student eligible for free and reduced lunch. Agree to provide records of garden use and produce harvested.
- (c) Assistance in obtaining parental cooperation to fill out surveys associated with consumption of food grown, increased consumption of healthy fresh food at home and increased nutrition literacy due to the garden.
- (d) Grant access to school garden, students, and personnel by approved volunteer groups and non-profit organizations.
- (e) Cooperation in media promotion and recognition of gardening efforts.

6. Obligations of Agency:

- (a) Provision of all material resources needed to establish a school garden as agreed by SLPS, including tools, soil mix, lumber, curricula, seeds and plant materials.
- (b) Provision of printed curricula and nutrition literature tied to garden activities.
- (c) Provision of train the trainer professional development needed for successful supervision of a school garden and dissemination of nutrition information.

7. Success of this program will be measured using the following Performance Standards:

Performance Standards: Agency performance at the end of the term of this Memorandum of Understanding will be measured by the Agency’s compliance with the following performance standards:

(a) Students and student supervisors have the knowledge, tools, resources, and skills to appropriately build and tend a school garden.

(b) Train the trainer sessions delivered appropriate information on gardening and nutrition.

(c) Children are consuming garden produce and understanding the value garden produce adds to their health as communicated through garden based curriculum

8. Term and Termination: The term of the MOU will be July 1, 2013 to June 30, 2014, unless earlier terminated by either party by providing thirty (30) days' written notice to the person who has signed as a representative of each party below.

Saint Louis Public Schools

Gateway Greening

By: _____
Name: _____
Title: _____

By: Mike Sorth
Name: _____
Title: Executive Director



Board Resolution

Date: May 30, 2013

Agenda Item: 06-27-13-46

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Nicole Williams, Dep. Supt., Academics

Action: X

Action to be Approved:
 Purchase a Good/Service

Other Transaction Descriptors: _____

SUBJECT:

To approve the purchase of K12's A+ and Aventa Credit Recovery Software licenses through the Cooperating School District from August 1, 2013 through July 31, 2014 at a cost not to exceed \$300,000.

BACKGROUND:

ACE Learning programs previously provided Credit Recovery Services to the District using Plato and A+ software for approximately 200 students as contracted at a cost of \$1,300,000. Through diligent analysis and consideration, the district has determined that it may reach more students and improve the overall operating cost of this effort if the program services were provided internally. This is a practice currently conducted across the country in districts such as Kansas City, Missouri and East Baton Rouge, Louisiana.

Accountability Plan Goal: Goal I: Student Performance

Objective/Strategy:

I.A.

FUNDING SOURCE: (Location Code) - (Project Code) - (Fund Type) - (Function) - (Object Code)

Fund Source: 802 - C6 - 110 - 2336 - 6441	Requisition #:
Amount: \$ 300,000.00	
Fund Source: - - - -	Requisition #:
Amount:	
Fund Source: - - - -	Requisition #:
Amount:	
Cost not to Exceed: \$ 300,000.00 <input checked="" type="checkbox"/>	Pending Funding Availability Vendor #: 600009034

Department: Academic Office

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Nicole Williams, Dep. Supt., Academics 5/30/13

Dr. Kelvin R. Adams, Superintendent



St. Louis Credit Recovery - CSD Pricing

Category	Billed?	Description	Unit Price	400	600	900
These services are provided by CSD at no additional cost provided the entire package is taken as represented here by St. Louis Public Schools. Cooperating School Districts will provide additional helpdesk support, professional development, marketing services - press release, media release for radio and television, letters to parents, liaison between K12 & SLPS, and additional personalized reporting.						
Curriculum	Billed upon agreement	Enrolled user seats with Peak Library (includes all cr, peak library)	\$240 per enrolled user	96,000	144,000	216,000
Support and Professional Development for Staff	Billed upon usage as needed	Original credit instruction allowance per year at 155 per semester and 6 semesters per student	\$155 per semester/student			84,000
Total Cost						300,000
Average Student Cost - \$1,066 (Based on a student needing a combination of credit recovery, original credit courses, and elective courses to graduate - instruction as needed)						
Virtual Students - \$3588 (Hospital Homebound, Long Term Suspension, etc where a student cannot attend school in a brick and mortar building)						
Includes HQT for Full Time						



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item: 06-27-13-47

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a purchase from Holt/McDougal for the textbook "United States Government, Principles and Practice" and resource materials for the 11th grade United States Government EOC course. All costs of this purchase will not exceed \$173,768.

BACKGROUND: The purpose of this purchase is to provide teachers with material for the eleventh grade United States Government EOC course. Presently government materials are suited to the ninth grade. This purchase would give teachers and students materials aligned to their grade level and prepare them for the End of Course Examination. The textbook and materials will be utilized starting in the 2013-2014 school year.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 110-1151-847-NC-110-6421	GOB	Requisition #:
Amount: \$173,768.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$173,768.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002265

Department: C&I

Requestor: Sheila Smith-Anderson

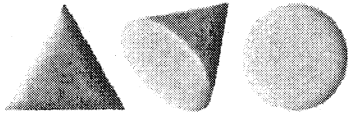
Sheila Smith-Anderson, Exec. Dir., Curr. Instruc

Dr. Nicole Williams, Dep. Supt., Academics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



Houghton Mifflin Harcourt

Cost Proposal
Prepared For

St Louis City Public Sch Dist

801 N 11th St
Saint Louis MO 63101

Attention:
Olivia White
olivia.white@slps.org

For the Purchase of:

HMD GOVERNMENT 2012

Prepared By
David Larson
david.larson@hmc.com

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Attention:
Olivia White
olivia.white@slps.org

Customer Service
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232

**Proposal for
St Louis City Public Sch Dist
HMD GOVERNMENT 2012**

ISBN	Title	Sale Price	Purchase		Complimentary	
			Quantity	Amount	Quantity	Value
United States Government						
XX						
Student Resources						
1453140	9780547557489 Student Premium Print/Online Package Government 2012	\$81.20	2,000	\$162,400.00		
1206172	9780554008134 Interactive Reader And Study Guide	\$11.40			550	\$6,270.00
1118345	9780030419225 Constitution Study Guide	\$16.30			550	\$8,965.00
1206859	9780554010564 Spanish/English Interactive Reader And Study Guide	\$11.40			55	\$627.00
1445604	9780547520490 Government Interactive Online Edition 6 yr	\$53.40			2,000	\$106,800.00
1453973	9780547560335 Student One Stop CD-ROM Class Set of 25	\$570.00			55	\$31,350.00
Total for Student Resources				\$162,400.00		\$154,012.00
XX						
Teacher Resources						
1441793	9780547497129 Government Teacher's Edition	\$106.80			55	\$5,874.00
1207569	9780554012988 Advanced Placement Review And Activities With Answer Key	\$17.05			55	\$937.75
1206862	9780554010571 Progress Assessment Support System With Answer Key	\$47.55			55	\$2,615.25
1206553	9780554009537 Supreme Court Case Studies With Answer Key	\$22.75			55	\$1,251.25
1445614	9780547520599 PowerNotes Presentationwith Media Gallery DVD-ROM	\$145.00			55	\$7,975.00
1445608	9780547520520 Teacher One Stop DVD-ROM	\$145.00			55	\$7,975.00
<i>Includes: Advanced Placement Review and Activities with Answer Key, Audio, Calendar Planner, Chapter Resource Files, Democracy and Civic Education Resources, Differentiated Instruction Modified Worksheets & Tests, Differentiated Instruction Teacher Management System, English Language Learner Strategies and Activities, 2008 Election Update, ExamView, Foundations of Democracy Activities, Graphic Organizers, Guiding Reading Activities with Answer Key, Interactive Reader and Study Guide (and Spanish version), MindPoint Quiz Show, Power Notes Presentations, Progress Assessment Support System, PuzzlePro, Reading Social Studies, Student Casebook, Supreme Court Case Studies, Teacher Edition, Teaching Transparencies.</i>						
1445514	9780547520544 Government Interactive Online Edition 6 yr	\$80.10			55	\$4,405.50
1206856	9780554010557 Differentiated Instruction Teacher Management System	\$34.85			55	\$1,916.75
1206558	9780554009544 Foundations Of Democracy Activities	\$17.05			55	\$937.75
1206868	9780554010595 Guided Reading Activities With Answer Key	\$17.05			55	\$937.75
1206871	9780554010601 Virtual File Cabinet DVD-ROM Grades	\$227.25			55	\$12,498.75
Total for Teacher Resources						\$47,324.75
Total for United States Government				\$162,400.00		\$201,336.75

Proposal Summary	Total Value of Proposal:	\$375,104.75
	Total Complimentary:	\$201,336.75
	Subtotal Purchase Amount:	\$162,400.00
	Shipping & Handling (7.00%):	\$11,368.00
	Total Cost of Proposal (PO Amount):	\$173,768.00



Houghton Mifflin Harcourt

Attention:
Olivia White
olivia.white@slps.org

Customer Service
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232

St Louis City Public Sch Dist

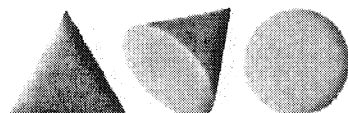
HMD GOVERNMENT 2012

Total Cost of Proposal (PO Amount):		\$ 173,768.00	
Total Value of Proposal:	\$ 375,104.75	Total Savings:	\$ 201,336.75

This is a cost proposal only. Orders submitted under this proposal on or before the expiration date are subject to acceptance at Houghton Mifflin Harcourt's main office and are subject to the applicable terms in Houghton Mifflin Harcourt's invoice issues for such order.

Date of Proposal: 4/24/2013

Proposal Expiration Date:6/8/2013



Houghton Mifflin Harcourt

Prices: Prices quotes are wholesale school prices and do not include transportation charges unless otherwise stated in this proposal. These wholesale school prices apply to the educational customers of Houghton Mifflin Harcourt. Prices quoted are valid for orders submitted on or before the expiration date set forth in the proposal.

Educational customers are billed at wholesale school price, f.o.b. shipping point, with a prepaid transportation charge and, unless the customer specifically requests otherwise, a charge for our guarantee of delivery is added to the invoice when shipped via U.S. Postal service. For educational customers preferring f.o.b. destination billing, ten and a half percent (10.5%) of wholesale school price is added and we pay transportation charges and guarantee delivery. Prices do not include any sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Houghton Mifflin Harcourt.

Upon receipt of purchase order, gratis items will be shipped in direct proportion to pupil materials purchased. If purchases vary from those included in this proposal, gratis items will change accordingly. Gratis items may also change if purchase is other than a direct school district to publisher order, such as via a third-party vendor or jobber.



Houghton Mifflin Harcourt

Attention:
Olivia White
olivia.white@slps.org

Customer Service
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232



Kelvin R. Adams, Ph. D.
Superintendent of Schools
Nicole Williams, Ed. D.
Deputy Superintendent of Academics
Sheila Smith-Anderson
Executive Director of Curriculum and Instruction
Olivia White
Social Studies Specialist K-12

Memorandum

To: Colleen Buckley, Deborah Schmidt, Heidi Kukay, Tina Gross, Brian Bettlach, Melinda Nikolaisen, Debra Acton, Monica Freese, Jeffrey Davis, Tammy O'Connor, Sarah Siegel, Keith Northway, Shamonda Owens, Lucy Duffey, Gegimara RaEl, Krista Germann, Yolanda Burnett, Kristen Wimbley, Amanda Halbert, Teron Sharp
From: Olivia White, Social Studies Specialist
Date: April 4, 2013
Re: American Government Textbook Adoption

The American Government course will be reintroduced as the required 11th grade social studies subject for 2013-2014. You are invited to serve as a member of the St. Louis Public Schools' American Government Textbook Adoption Committee. Committee members should plan to attend each meeting, as you are the core members and the textbook selection/adoption process is an important part of our instructional program.

All sessions will take place at the Administrative Office Building and start at 3:30 (*on the first date registration/orientation for the committee members will start at 2:30pm*).

Tuesday, April 23, 2013/Curriculum & Instruction Office/Registration – 2:30 pm

Tuesday, April 23, 2013/Room 3-7/Pearson Publishing – 3:30 pm

Tuesday, April 23, 2013/Curriculum & Instruction Office/Houghton Mifflin – 4:30 pm

Tuesday, April 23, 2013/Room 3-7/TCI/ - 5:30 pm

Wednesday, April 24, 2013/Room 3-7/Glencoe – 3:30 pm

Wednesday, April 24, 2013/Curriculum & Instruction/Committee Discussion – 4:30 pm

Parking will be validated, so bring in your parking ticket. Refreshments will be served.

The adoption process will be fairly intense, as the time span for textbook selection is very limited. During the registration meeting, we will review the goals and timelines for the textbook recommendation, discuss the schedule for rewriting the American Government curriculum, preview various forms and materials which will help us assess the correlations of the textual materials to Common Core and Missouri Social Studies Standards. We will also review our policies and restrictions for the textbook adoption committee.

If you have any questions/concerns, please e-mail or call me (Olivia.White@slps.org) or (314) 345-4460).

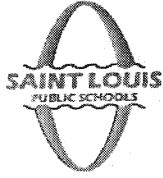
St. Louis Public Schools
American Government Textbook Adoption
April 23 - 24, 2013

Agenda- April 23, 2013

Sign-In/Orientation/Room 3-7	2:30 – 3:25 pm
• Adoption Process Review	
• Board Policy	
• Review Guidelines and Rating Scale	
Presentation – Pearson Publishing Room 3-7	3:30 – 4:15 pm
Presentation – Houghton Mifflin Publishing Curriculum & Instruction Meeting Area	4:30 – 5:15 pm
Presentation – TCI Publishing Room 3-7	5:50 – 6:15 pm
Wrap Up/Dismissal	6:30 pm

Agenda – April 24, 2013

Sign-In/Room 3-7	3:00 – 3:25 pm
Presentation – Glencoe/McGraw-Hill	3:30 – 4:15 pm
Committee Discussion & Review	4:30 – 5:50 pm
Wrap Up/Dismissal	6:00 pm



Kelvin R. Adams, Ph.D.
Superintendent of Schools
Nicole Williams, Ph.D.
Deputy Superintendent for Academics
Sheila Smith-Anderson
Executive Director Curriculum and Instruction
Olivia White
Social Studies Curriculum Specialist

March 29, 2013

David Larson
Houghton Mifflin Harcourt Publishing
1900 South Batavia Avenue
Geneva, IL 60134

Dear Mr. Larson,

You are invited to participate in the St. Louis Public Schools Secondary American Government Textbook Adoption Process. The recommendation for adoption (*subject to the availability of funds*) will be made in May 2013, so the committee is on a fairly intense schedule.

The guidelines and criteria for participation are as follows:

I. DISPLAY OF MATERIALS

- Provide a display and sample of your American Government materials for 11th grade.
- Materials will need to be on display for committee review through April 26, 2013.
- Provide a table cover, banner or logo for your display area. A location in the display area will be reserved for your company.
- The place and time to set up your display will be forwarded upon your response to this invitation.

II. COMPANY PRESENTATIONS

- Plan to conduct a presentation to the committee on Tuesday, April 23, 2013, from 5:30 PM to 6:15 PM. Multiple publishers will be scheduled for presentations on this date, so be prepared to start promptly at 5:30 PM with your presentation, question and answer period, and any other accommodations you may wish to provide for the committee.
- No reference to the cost of materials or cost to the district should be made during the presentation. Your cost and service proposals should be provided to the Executive Director of Curriculum, Mrs. Sheila Smith-Anderson, at a scheduled time after the presentation for final negotiations.
- Any materials you wish to distribute to the committee members should be distributed equitably during the presentation. You may anticipate approximately twenty committee members.

III. COMMUNICATIONS

- Sales representatives and other publishing company employees shall limit their input, materials, and contacts with committee members and other educators to the requests outlined in the correspondence from the Social Studies Specialist. **No contacts regarding the materials under consideration for adoption shall be initiated by the publishers or their employees.**
- Sales representatives and other publishing company employees shall make no offers of “free” materials or any type of incentives to the committee members or any district employee.
- Samples of the program shall not be distributed to any person or school in the district without a written request approved by the Executive Director of Curriculum and Instruction, Mrs. Sheila Smith-Anderson.
- Publishers shall not initiate pilots without written authorization from Curriculum Supervisors, and pilots shall, generally, not be approved in areas involved in the evaluation and adoption process. **Independent pilots shall not be considered in the adoption process.**
- During the period of the review, adoption and approval process, all communication related to your product must be directed solely to Mrs. Sheila Smith-Anderson. At no time should any individual committee member be contacted.

Should any of the aforementioned directives be violated, it will result in immediate dismissal from further adoptions within the St. Louis Public School District.

This is an exciting venture. We look forward to your participation in the process. If these logistics are agreeable to you, please email a memo stating your acceptance, to the attention of:

Olivia White
Social Studies Specialist
St. Louis Public Schools
801 N. 11th Street
St. Louis, Mo 63101
Phone: (314) 345-4460
Cell: (314) 807-9817
Email Olivia.White@slps.org

Respectfully,

Olivia White

Olivia White

C: Sheila Smith-Anderson
Nicole Williams

R6161. 1

**ST. LOUIS BOARD OF EDUCATION REGULATION
INSTRUCTION
ELEMENTARY, MIDDLE AND SECONDARY
Instructional Services
Equipment, Books and Materials -- Textbooks and Workbooks**

All authorized textbooks, textual materials, and instructional supplies required for use in the schools shall be furnished free to students by the board. Only textbooks authorized by the board shall be used in the schools. Educational materials other than required textbooks and supplies may be furnished free to students by the board on the recommendation of the superintendent. Such books and materials remain the property of the board.

The board shall preferentially procure educational materials, including textbooks and collateral materials, from vendors who make the materials available in either Braille or electronic format which is computer readable in a form approved by the department of elementary and secondary education, or both, at no greater cost than for regular materials.

Selection of New Textbooks

Basic textbooks should be selected that provide material current in the field so the books may be used effectively for a period of years. Textbooks and textual materials will be selected as follows:

Recommendations for textual materials are made by the curriculum facilitators to the director of teaching and learning support. A curriculum advisory committee will be established, composed of teachers, administrators, parents and when appropriate, students. The curriculum facilitators and advisory committee shall examine all textual materials and make selections based on goals and objectives.

Specific needs for a curriculum guide will be established in writing and the book(s) selected will be the one(s) that, in the opinion of the curriculum facilitator and the curriculum advisory committee, best meets the needs of the curriculum.

All companies will be invited to submit sample copies of appropriate textual materials to the curriculum supervisors. Enough time will be allowed to the curriculum supervisors and curriculum advisory committee for a thorough evaluation of textual materials.

Textbooks and textual materials recommended will be submitted by the curriculum supervisors to the director of teaching and learning support for presentation to the associate superintendent for site support/instructional and leadership, the superintendent's cabinet, and the superintendent. The recommendation will then be presented to the Board of Education for approval.

Ordering New Textbooks

When the budget is approved in final form the superintendent or designee shall, within the limits of the adopted budget, direct the purchase of books, supplies, equipment and other instructional materials.

The division of teaching and learning support shall forward orders for textbooks and textual materials to

the office of purchasing. The number of books ordered shall be consistent with established quotas.

Generally, elementary and middle school textbooks shall be issued on a per student basis with additional textbooks provided to allow for enrollment changes. Secondary textbooks usually shall be issued on a per student basis with an additional percentage allowance for changing conditions. Some textbooks shall be issued in sets on the basis of one set per class, according to the greatest number of students in the class, in a particular grade. Others shall be issued on a per school basis.

Elementary and middle school textbooks allotted on a per room basis shall be distributed to classrooms having split grades as follows:

The maximum allowable if student enrollment for the grade is at least equal to the quota.

One per student if student enrollment for the grade is less than the quota.

Authorized Use

No books, including supplementary texts, except those authorized by the Board of Education and those selected for experimental use in compliance with procedures set by the superintendent of schools, may be purchased, received as a gift, or brought into the school for student use.

It is the responsibility of the principal to make certain that each teacher has all the authorized books, consistent with quotas, necessary for the instructional program outlined in the curriculum guides.

Additional Textbooks

Requests for textbooks in excess of school enrollment and/or quotas shall be made by the principal to the associate superintendent for site support/instructional and leadership. Upon approval by the appropriate executive director, the orders will be forwarded directly to the office of purchasing for processing, and notice of approval shall be sent to the principal.

Requests for additional textbooks and or textual materials to accompany a syllabus for an experimental project shall be made by the principal to the assistant superintendent. Upon approval by the appropriate assistant superintendent, the request shall be submitted to the division of teaching and learning support for review no later than November 1 of the year preceding the course offering. The request then shall be forwarded to the associate superintendent for site support/instructional and leadership for approval and submission to the Board of Education, if necessary, by the end of January. The requesting school and the assistant superintendent will be notified of approval or disapproval.

References

Legal: Section 170.132 RSMo.

Regulation approved: June 26, 1990

Revised: December 07, 1999

P6161

ST. LOUIS BOARD OF EDUCATION POLICY
INSTRUCTION
ELEMENTARY, MIDDLE AND SECONDARY
Instructional Services

Equipment, Books and Materials

The Board of Education, upon the recommendation of the superintendent, shall make provisions for the selection and acquisition of appropriate textbooks, supplementary instructional materials, teaching aids, art supplies, musical instruments, athletic equipment, laboratory equipment, audiovisual equipment, standardized tests and questionnaires and, similar materials needed for the district's instructional program.

The superintendent in conjunction with teachers, other professional staff members, and parents shall provide the board with recommendations for instructional materials that reflect the following philosophy:

To provide materials that will enrich and support the curriculum and are up-to-date. These materials should be matched to the district's objectives and student developmental levels and achievement.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.

To provide a background of information that will enable students to make intelligent judgments in their daily lives.

To provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.

Equipment, Books and Materials (continued) P6161

To provide materials representative of varied religious, ethnic, and cultural groups and their contribution to our heritage.

Every effort will be made to ensure the acquisition and equitable distribution of instructional resources consistent with the budget.

Reference

Legal: Missouri School Improvement Standard 7.3

Policy adopted: June 26, 1990

Revised: September 8, 1998

In each Item or feature rank the textbook on a scale of 1-5 (1 being poor, 5 being Excellent)

Pearson (Magruder's)

Priority Items:

- ___ Principles of Democracy
- ___ History of the United States
- ___ Economic Concepts
- ___ Geographical Study
- ___ Individuals, Groups, and Institutions

Design features:

- ___ Encourages Critical Thinking/Reflection
- ___ Content Matches Common Core Standards
- ___ Provides Explicit and Systematic Instruction
- ___ Includes Systematic and Cumulative Review of High Priority Concepts
- ___ Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- ___ Integrates Assessment into the Teaching and Learning Process
- ___ Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

Holt/McDougal

Priority Items:

- Principles of Democracy
- History of the United States
- Economic Concepts
- Geographical Study
- Individuals, Groups, and Institutions

Design features:

- Encourages Critical Thinking/Reflection
- Content Matches Common Core Standards
- Provides Explicit and Systematic Instruction
- Includes Systematic and Cumulative Review of High Priority Concepts
- Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- Integrates Assessment into the Teaching and Learning Process
- Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

TCI (Government Alive)

Priority Items:

- Principles of Democracy
- History of the United States
- Economic Concepts
- Geographical Study
- Individuals, Groups, and Institutions

Design features:

- Encourages Critical Thinking/Reflection
- Content Matches Common Core Standards
- Provides Explicit and Systematic Instruction
- Includes Systematic and Cumulative Review of High Priority Concepts
- Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- Integrates Assessment into the Teaching and Learning Process
- Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

Glenco

Priority Items:

- ___ Principles of Democracy
- ___ History of the United States
- ___ Economic Concepts
- ___ Geographical Study
- ___ Individuals, Groups, and Institutions

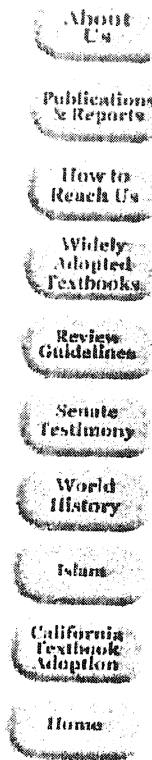
Design features:

- ___ Encourages Critical Thinking/Reflection
- ___ Content Matches Common Core Standards
- ___ Provides Explicit and Systematic Instruction
- ___ Includes Systematic and Cumulative Review of High Priority Concepts
- ___ Demonstrates and Builds Relationships between Fundamental Skills and Higher Order Skills
- ___ Integrates Assessment into the Teaching and Learning Process
- ___ Materials help teachers understand the content for themselves and foster better understanding of teaching and learning

Notes:

ATC

Review Guidelines



General review guidelines are often requested by curriculum supervisors, school boards, teachers and others in charge of the selection of history textbooks. Some reviewers seek fully quantifiable standards, exact readability gauges, and "scientific" formulas. They should understand that such mechanical devices do not exist. Reviewers instead should try to set reasonable, not inflexible criteria for textbook language and content. This paradigm is adapted from History Textbooks: A Standards and Guide (1994) and featured in the Massachusetts History and Social Sciences Curriculum Framework (2002).

Basic Questions

Is the information accurate? Is the treatment of various groups in society fair and unbiased? Is the reading level appropriate for the students who will be using the material? Is the book written in a clear and comprehensible manner? Is the book written in a style that will be interesting and hold the student's attention? Do the review questions and other end-of-chapter exercises support the material presented in the narrative? Are pictorial and sidebar materials relevant to the subject matter? Are chronology and linkages with geography integral to the book's design?

Content and Style

Examine the table of contents. What subjects are emphasized? What themes and patterns emerge? What logic guides the movement of the text? What kinds of history are stressed? In the case of American history, does the book develop the idea of a national character and civic identity? In the case of world history, does the book explain the unique impact of Western ideas and technology on global society?

Examine one unit. Is there a systematic development of ideas? Are topics treated in depth? Is the narrative lively in style and rich with experiences of people? Is there correspondence between the narrative and the illustrations, sidebars, supporting biographies, or primary source references? Is literature included or referenced? Are different genre of primary sources included, either as a complete reference or in a meaningful excerpted passage?

Instructional Activities and Teacher Guidance Materials

Read over a lesson. Compare the material intended for the student and that intended to guide the teacher. Identify the lesson goal or objective. Is it sound? Look at the way in which primary sources,


maps, graphs, and tables are used to enhance the core text.

Examine the instructional activities. Do they provide opportunities for students to be actively engaged in the learning process? Are they varied? Are opportunities to write provided? Can students of differing abilities find opportunities for success in learning the content? Do questions provided for students help them to analyze the information and to think critically; that is, to reflect, hypothesize, analyze, verify, synthesize? Do the activities provide for curriculum integration and correlation? Do students have opportunity to discuss or debate ideas presented in the textbook? Do activities become more challenging as the year progresses?

Examine the teacher's edition. Is a detailed scope and sequence list for the course provided? Is there a direct relation between the teachers' the students' materials? Are these teachers' materials more than banal marginalia? Are opportunities offered to extend or enrich the text? Are primary sources or literature a part of this extension?

Examine another lesson in the teacher's text. Are there ideas, activities, or suggested materials to engage student interest? Do the activities make sense? Are they varied? Are they appropriate for the grade level and the reading ability of students? Are varied instructional strategies suggested to meet the learning styles or ability levels of different students? Can students generate their own questions? Are extension activities suggested? Are they meaningful?

Examine evaluation and assessment materials. Are both formal and informal assessment strategies suggested? Do these strategies enable students to hypothesize, analyze, and draw conclusions about the subject matter they are studying? Do assessment strategies include student writing exercises?



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BOARD RESOLUTION

Date: May 23, 2013

Agenda Item : 06-27-13-48

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Debra Falkiner, Director of Parent and Student Engagement

Action to be Approved: Purchase of Services

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 07-10-12-38

Prior Year Cost \$20,767.50


SUBJECT: To approve the cost of printing the 2013-2014 Student Code of Conduct Handbook by Ricoh (lowest bidder) at a cost not to exceed \$24,606, pending funding availability

BACKGROUND: The Missouri School Improvement Program requires that the District distributes a student code of conduct and provides a protected, orderly environment. (MSIP 6.6)

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** 1A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source: 822-C6-110-2336-6319	GOB	Requisition #:
Amount: \$ \$24,606		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$24,606	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005019



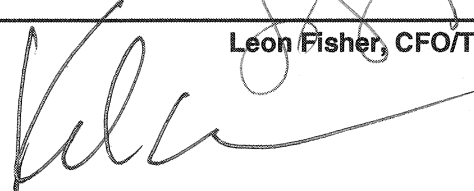
 Debra Falkiner, Director of Parent and Student Engagement



 Angela Banks, Budget Director



 Leon Fisher, CFO/Treasurer



 Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-49

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved:
Purchase of Good(s)/Service(s)
Previous Board Resolution # 06-26-12-83
Prior Year Cost \$30,000.00

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

SUBJECT: To approve a sole source purchase from CTB/McGraw-Hill, as mandated by the State of Missouri, for the Grade Level Assessment (MAP GLA) tests as scheduled on the District's school calendar. Cost includes purchase of test booklets/scoring/reporting services from CTB/McGraw-Hill for the 2013-2014 school year, at a cost not to exceed \$30,000.00.

BACKGROUND: The MAP Grade Level assessment is the state-mandated test used as the measurement for Annual Performances Report (APR) in elementary and middle schools, for District accreditation and as a part of No Child Left Behind (NCLB).

Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 984-00-110-2822-6319	GOB	Requisition #:
Amount: \$30,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$30,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600000498

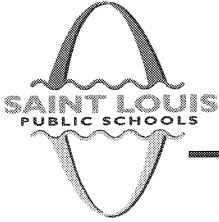
Department: Accountability

Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Bertha Doar	Date: 4/24/13
	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
MAP Grade Level Assessments for Elementary and Middle Schools; State Assessment required for Accreditation and NCLB compliance	
Vendor Name: CTB McGraw/Hill	Email:
Vendor Contact: Assessment Office	Phone Number: 800-544-9868
Justification Information	
1. Why the uniquely specified goods are required?	
State required for accreditation and NCLB compliance	
2. Why good or services available from other vendors /competitors are not acceptable?	
State required for accreditation and NCLB compliance	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
State required for accreditation and NCLB compliance	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

- Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;
3. If the Sole Source Criteria are no met, then the item must be bid.



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: 5/21/13
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: CTB McGraw/Hill		Vendor #: 600000498
Contract # / P.O/ #: 4500165366		Contract Name: MAP GLA
Contract Amount: \$ 30,000.00		Award Date: 6/26/12
Purpose of Contract (Brief Description):		
Norm Reference Assessment; results sued for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5	
	X	
	3	
	2	
	1	
Timeliness of Delivery or Performance	5	
	X	
	3	
	2	
	1	
Business Relations	X	
	4	
	3	
	2	
	1	
Customer Satisfaction	X	Company is very responsive to concerns
	4	
	3	
	2	
	1	
Cost Control	X	Delivery of state elementary test materials is timely and efficient.
	4	
	3	
	2	
	1	
Average Score	4.6	Add above ratings: divide the total by the number of areas being rated.
<p>Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.</p> <p style="text-align: center;">Please Check Yes X No</p>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-50

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-84

Prior Year Cost \$60,000.00

SUBJECT: To approve a sole source purchase from American College Testing (ACT) for the EXPLORE and PLAN tests to include test booklets and score reports for the 2013 - 2014 school year in amount not to exceed \$60,000.00.

BACKGROUND: Administered at grades 9 and 10 respectively, the EXPLORE and PLAN assessments address the MSIP College and Career Readiness Standard. The results of the tests are: 1) used to inform programs and services aligned to the College and Career Readiness Standard; 2) essential elements for high school career planning; and 3) prediction for future student performance on the ACT.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 984-00-110-2822-6411	GOB	Requisition #:
Amount: \$60,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$60,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002303

Department: Accountability

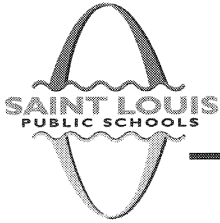
Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Bertha Doar	Date: 5/21/2013
Department / School: Accountability/Assessment	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
ACT EXPLORE and PLAN testing at grades 9 and 10 respectively and ACT DCST and Online instruction at Grade 11 and as scheduled on the District's school and test calendards, including the purchase of test booklets and score reports from ACT, Inc.	
Vendor Name: ACT, INC	Email:
Vendor Contact: Assessment Office	Phone Number: General 319-337-1000
Justification Information	
1. Why the uniquely specified goods are required?	
Address the MSIP Standard (ACT calculations). The results of the tests are used to inform programs and services aligned to the Career Education Standards and are essential elements for high school career planning, and prediction of future student performance on the ACT.	
2. Why good or services available from other vendors /competitors are not acceptable?	
State required for accreditation and MSIP calculations	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
State required for accreditation and MSIP calculations	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date



Vendor Performance Report

Type of report: Final x Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: American College Testing (ACT)		Vendor #: 600002303
Contract # / P.O. #: 4500163317		Contract Name: ACT Online
Contract Amount: \$ 60,000.00		Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 X 3 2 1	
Business Relations	5 X 3 2 1	
Customer Satisfaction	5 X 3 2 1	
Cost Control	5 X 3 2 1	
Average Score	4.0	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes X No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-51

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Purchase of Service (s)

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-30-11-38

Prior Year Cost \$25,000.00

SUBJECT: To approve a sole source purchase from Questar Assessment Inc., as mandated by the State of Missouri, for the Missouri Assessment Program End of Course (MAP EOC) tests as scheduled on the District's school calendar. The cost includes purchase of online tests/scoring services from Questar Assessment Inc., for the 2013-2014 school year at a cost not to exceed \$25,000.00.

BACKGROUND: The MAP EOC is the state-mandated test used as the measure for Adequate Yearly Progress (AYP) in secondary schools, as a part of No Child Left Behind (NCLB), and also for the Annual Performance Report (APR), used for District accreditation.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 984-00-110-2822-6319	GOB	Requisition #:
Amount: \$25,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$25,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600014534

Department: Accountability

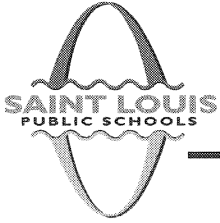
Requestor: Bertha Doar

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent



Bertha P. Doar, Ph.D.
Director of Assessment

Bertha.Doar@slps.org
314-345-2360

May 28, 2013

TO: Dr. Figgures, Deputy Superintendent of Accountability

FR: Bertha Doar, Director of Assessment

RE: Budget resolutions for Academic year 2013-2014

Recently the Assessment Office submitted several resolutions for sole source contracts with the following vendors:

- 1) CTB McGraw-Hill for MAP GLA and Acuity;
- 2) ACT, Inc, for EXPLORE and PLAN, and
- 3) Questar for MAP EOC testing.

All of these resolutions are estimated costs proposals. As with all testing, final costs depend on several factors, namely the number of students actually tested, the cost of the test and score reporting. The Assessment Office will not know the exact number of students testing until they are tested. In addition, ACT, Inc. has not posted their test/scoring prices for the upcoming academic year. This vendor last increased their prices several years ago and they are due for another cost adjustment. Therefore, these resolutions include cost estimates.

If you have further questions or concerns, please feel free to contact me.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Dr. Bertha Doar	Date: 4/24/13
	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
End of Course Assessments for High Schools; State Assessment required for Accreditation and NCLB compliance	
Vendor Name: Questar	Email:
Vendor Contact: Assessment Office	Phone Number: 800-571-2545
Justification Information	
1. Why the uniquely specified goods are required?	
State required for accreditation and NCLB compliance	
2. Why good or services available from other vendors /competitors are not acceptable?	
State required for accreditation and NCLB compliance	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
State required for accreditation and NCLB compliance	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

- Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are no met, then the item must be bid.



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: April 24, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: Questar Assessment Inc.		Vendor #: 600014534
Contract # / P.O. #: 4500165677		Contract Name: MAP EOC
Contract Amount: \$	\$ 25,000.00	Award Date: 6/26/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	5 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 2 1	There was a delay in the reporting of test scores for the Spring window for Biology and English II. Scores had to be re-calibrated due to scoring errors, which delayed obtaining results.
Business Relations	5 X 3 2 1	
Customer Satisfaction	5 X 3 2 1	
Cost Control	5 X 3 2 1	
Average Score	3.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Travis Brown, Director - Athletics

Agenda Item : 06-27-13-58
Action:

Action to be Approved: RFP/Bid RFP 039-1213

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 11-15-12-18 & 06-26-12-85

Prior Year Cost \$199,577.00

SUBJECT: To approve the purchase of athletic equipment (including 64 football helmets) and uniforms for the high school and middle school sports programs for the 2013-2014 school year from the selected vendors as determined by the responses to the Referenced RFP. The cost of the combined purchase will not exceed \$169,000.00.

BACKGROUND: The equipment and uniforms included in the RFP are for all the boys and girls sports for the 2013-14 sports seasons. The selected vendors are: Curt Smith Sporting Goods, Riddell/All American, and BSN Sports.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 833-00-110-1422-6411	GOB	Requisition #:
Amount: \$169,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$169,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Public High League

Requestor: Martin Jenkins

Travis Brown, Director - Athletics

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



May 28, 2013

MEMORANDUM

TO: Dr. Kelvin Adams
FROM: Martin Jenkins
RE: Bid for Athletic Equipment and Uniforms

The evaluation took place on May 14, 2013. The evaluation committee consisted of the following:

Louis Findley	Cleveland NJROTC Athletic Director
Charlie Bean	Carnahan Athletic Director
Anthony Mitchell	Sumner Athletic Director
Steve Hall	Roosevelt Athletic Director
Martin Jenkins	Coordinator/Supervisor of the Public High League

Bids from the following companies were evaluated and each individual equipment and uniform item was evaluated for price and quality of the item bid. Bids on individual items were selected from three of the five companies.

Company Name	Estimated Cost	Award (Y/N)
BSN	\$51,975	Yes
Curt Smith	\$93,206	Yes
MF Athletic		No
Riddell	\$23,819	Yes
S & S		No
Total	\$169,000	

One copy of each evaluation is on file along with this evaluation record in the risk management department.

Martin Jenkins
Coordinator/Supervisor of the Public High League



BOARD RESOLUTION

Date: May 20, 2013

Agenda Item : 06-27-13-58

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Col. Lisa Taylor-Brown, Dir., Safety/Security

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 09-27-12-01

Prior Year Cost \$16,768.00

SUBJECT: To approve the purchase of uniforms (up to 150) and equipment /supplies for the Safety and Security Officers from Leon Uniform Company for the 2013-14 school year at a total combined cost not to exceed \$16,768.00 (\$12,000.00 for uniforms and \$4,768.00 for equipment/supplies).

BACKGROUND: The District has 126 returning Safety and Security Officers that will receive a uniform. Uniforms will consist of one (1) shirt and one (1) pair of trousers for each returning employee and three (3) shirts and two (2) pair of trousers for new hires. Additionally, other equipment/supply items such as badges, mace, handcuffs, handcuff cases, emblems, and id/badge holders will also be purchased on an as needed basis. This is the final year for the 2011-12 negotiated bid pricing.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.B.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 829-00-110-2333-6411	GOB	Requisition #:
Amount: \$16,768.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$16,768.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600003852

Department: Safety and Security

Requestor:

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Col. Lisa Taylor-Brown, Dir., Safety/Security

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 30, 2013

Agenda Item : 06-27-13-54

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Action to be Approved: Purchase of Good (s)

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

RFP/Bid # Purchase Musical Equipment for Central VPA

SUBJECT: To approve the purchase of musical equipment in the amount of \$50,377.06 from Virco, through our US Communities Purchase Agreement, and a grand piano in the amount of \$21,195.00 from Lacefield Music, for the Central Visual and Performing Arts High School. The musical equipment will be funded through the Proposition S Bond Program, and the piano will be funded through the General Operating Budget, with the total cost not to exceed \$71,572.06.

BACKGROUND: Central VPA High School annually hosts a variety of performances to showcase the talents of our students for parents and other community members. In addition, we rent our facility to other SLPS organizations and outside groups. It is necessary that we equip that space to accommodate the needs of all of these groups. A piano is one of the necessities. This piano is being offered from Lacefield Music at a discounted price and is exactly what we need to feature student instrumentalists for these performances. The remaining musical materials and equipment will be purchased from Virco, through our purchasing agreement with US Communities. The musical equipment will be funded through the Proposition S Bond Program under Labs, Library, and Auditorium at \$15,000,000. With this project approved, the balance in the Labs, Library, and Auditorium budget is \$2,312,514.00. The piano, funded through the GOB, will be approved pending legal review and the availability of funds.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy:

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 905-00-910-2629-6541	Prop S/	Requisition #: 10135043
Amount: \$50,377.06		
Fund Source: 186-00-110-1157-6541	GOB	Requisition #: TBD
Amount: \$21,195.00		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed \$71,572.06	<input type="checkbox"/> Pending Funding Availability	Vendor #: Multiple

Department: Operations

Requestor: Linda C. McKnight

Angela Banks, Budget Director

Roger L. CayCe, Exec. Dir., Operations/Bldg. Comm.

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



Equipment for Educators™

Highway 65 South, Conway, AR 72032 - orders@virco.com
2027 Harpers Way, Torrance, CA 90501 - tms@virco.com

QUOTATION #138459

r.3

Sold To:
ST LOUIS PUBLIC SCHOOLS
801 N 11TH ST
ST LOUIS, MO 63101

Ship To:
ST LOUIS PUBLIC SCHOOLS
801 N 11TH ST
ST LOUIS, MO 63101

Quotation Date: 1/8/2013

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US Communities 2012 Master Agreement #0844685 Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

- 1) FOB Point: **FOB Destination - Tailgate Delivery**
- 2) Standard Payment Terms: **Net 30 days (subject to credit approval)**
- 3) Prices Are Firm For Orders Received By: **2/1/2013 (Orders received after this date are subject to re-quote)**
- 4) For Shipment By: **Customer Must Take Delivery Before 12/31/2013**
- 5) Shipment from Virco:

PLEASE NOTE: Shipment from Virco: Quick Ship Items: Ten days or less; Standard Items: Four weeks or less; Optional Items: Four to Six weeks; Custom products or specials: Extended lead times may apply, contact your Sales Representative for more information. If products with different leadtimes are on the same purchase order, the longest leadtime will apply to the entire order. Additional shipping and handling charges will apply to orders that are requested to be partial shipped before the Virco acknowledged due date. Orders that specify shipment later than the preceding dates will be subject to re-quote.

- 6) Standard Virco colors only unless specified otherwise.
- 7) We require written purchase orders.
- 8) Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment.
- 9) Any change in quantities may result in a price change.



QUOTATION #138459

r.3

Equipment for Educators™

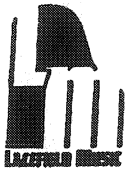
ST LOUIS PUBLIC SCHOOLS Product Summary

Item #	Supplier/Model #/Description	Unit	Qty	Extension
#1	Wenger Corporation #098D054 - Signature Riser - 4 Step		5	\$10,716.95
#2	Wenger Corporation #0930000XB - Student Chair - Black Frame		50	\$4,814.00
#3	Wenger Corporation #127A261 - Move & Store Cart - Stores Up To 18 Nota Standard Or 12 Nota Premier Chairs.		3	\$1,354.59
#4	Wenger Corporation #039E500 - Classic 500 stand, lightweight; 131½" x 20" desk;		50	\$3,103.00
#5	Wenger Corporation #039C202 - Large Music Stand Move And Store Cart, Holds 22 Roughneck		3	\$1,763.49
#6	Wenger Corporation #GM015 - Versa Riser Set - 8' Rect - Black -Leg Assemblies - 12 Ea. 8"-16"-24" - 6 Ea Versa Desk 4x8		3	\$9,428.19
#7	Wenger Corporation #177B012 - Guardrails - Universal 8 Ft		3	\$1,218.00
#8	Wenger Corporation #GM035 - Versa Riser Set - Ple - NCBLK		4	\$13,464.12
#9	Wenger Corporation #177B008 - Guardrails - Universal 5 Ft		8	\$3,027.60
#10	Wenger Corporation #177B004 - Guardrail - 4' - Straight		4	\$1,487.12

Product Total @ FOB Destination - Tailgate Delivery \$50,377.06

Schaeffer, Rick M.

From: Dwayne Hilton [planodwayne@gmail.com]
Sent: Tuesday, March 26, 2013 5:43 PM
To: Schaeffer, Rick M.; Trefts, Bill H.
Subject: Grand piano Information and quote:



Mr. Rick Schaeffer,

Thank you so much for taking an interest in purchasing a Kawai grand piano from Lacefield Music. I understand that there is a piano need for the Central Visual and Performing Arts High School. I appreciate you giving me the opportunity to earn your business through myself, my company and our piano products. I have been in contact with Mr. Bill Trefts, an outstanding Piano Tuner/Technician, who has recommended to you one of our products.

While any Kawai piano would be an enormous complement to the school; with Bill Treft's recommendations, due to the size of the hall and your budget, we have come to suggest the Kawai 6'1", RX-3 BLAK in ebony polish. This piano will be both aesthetically pleasing to the eye and a great enhancement to the music experience in the hall with it's amazing sound. Performers LOVE to play this piano due to it's incredible sound and unique piano action. Please see here for Specs and Additional information: [KAWAIRX-3 BLAK](#).

Lacefield Music is a local family owned business and an award winning retailer of Kawai pianos. I personally work with numerous churches, schools, universities, and professional venues to help select the best piano for their space and budget, and after 17 years with Lacefield Music many churches and schools have selected and entrusted me for their piano needs. Some professional venues that have recently purchased Kawai pianos from me include St. Louis University, St. Louis Cardinals, Kranzberg Arts Center, Parkway Schools, Lindbergh Schools, O'Fallon Schools, plus many, many more! I hope we'll be partners for many years to come! If you would like a more complete list of many happily satisfied institutions, please do not hesitate to contact me.

This piano is NEW. The piano comes with:

- Adjustable Bench
- 10 Year Full Manufacturer's Warranty

The Suggested Retail Price of this piano is \$47,000. Due to special pricing and savings, we can sell this piano for:

\$20,000.00

Delivery and Setup: \$250.00

TOTAL \$20,250.00

Additional Optional Fees:

Grand Piano Truck (Dolly): \$720.00
Full Cover: \$225.00

TOTAL price with options: \$21,195.00

We accept Purchase Orders.

If you have any questions, or would need further assistance please do not hesitate to call my cell phone at 314-775-8902 or e-mail me at pianodwayne@gmail.com.

Sincerely yours,

Dwayne Hilton
Managing Partner
Lacefield Music





BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-55

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Prior Year Cost \$4,364.00

SUBJECT: To approve the renewal of the Crime Insurance Policy with Travelers Insurance Company through our insurance broker Bell's & Associates. The renewal of the policy would be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$6,500.00.

BACKGROUND: The Crime Insurance Policy has been with Travelers for the last six years. Based on overall market conditions and the fact that the cost of the program has not changed in three years, we anticipate a small increase. In prior years, the cost of this program has not exceeded \$5,000.00.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6353	GOB	Requisition #:
Amount: \$6,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$6,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001281

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-29-13-56

Action:

Action to be Approved: Insurance Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-75

Prior Year Cost \$152,402.00

SUBJECT: To approve the renewal of the School Board Management Liability insurance policy from State National Insurance (doing business as HISCOX). The policy is being purchased through Marsh USA, the District's insurance broker. The period of the policy will be July 1, 2013 through June 30, 2014 at a cost not to exceed \$156,776.00.

BACKGROUND: After negotiations, State National Insurance (HISCOX) has provided renewal terms that include a premium increase of 4% with no reductions in coverage. During the current policy period, the District has reported 15 new claims to HISCOX for coverage and a total of 50 claims have been reported in total. To date HISCOX has not paid any losses.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type – 2218 Function– 6411 Object Code)

Fund Source: 970-00-110-2514-6353	GOB	Requisition #:
Amount: \$156,776.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$156,776.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item : 06-27-13-57

Action:

Action to be Approved: Insurance Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 09-26-12-18

Prior Year Cost \$680,489.00

SUBJECT: To approve the purchase of a renewal All-Risk Property Insurance Policy from Travelers Insurance Company and Landmark Insurance Company through our insurance broker, Marsh USA. The policy term for both companies will be July 1, 2013 through June 30, 2014 at a total combined cost not to exceed \$756,705.00.

BACKGROUND: During the 11-12 policy year, Travelers performed a review of the reported building values for the District buildings. The review indicates that the District has been reporting values for the buildings that are far less than the actual replacement cost of the buildings. In response to this review, the District has increased the values on the buildings by approximately \$100,000,000 each of the last two years. The increase in values coupled with a rate increase of 5% that is being driven by world events accounts for the increase in cost.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6351	GOB	Requisition #:
Amount: \$756,705.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$756,705.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-27-13-58

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-80

Prior Year Cost \$218,367.00

SUBJECT: To approve the purchase of a renewal Excess Workers' Compensation Insurance Policy with Arch Insurance through our insurance broker, Marsh USA. The renewal of the policy would be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$243,504.00.

BACKGROUND: The Excess Workers' Compensation Insurance Policy provides coverage on all District employees and is required as a condition of the District being self-insured. The Policy provides coverage for those claims that exceed the District's self-insurance limit of \$500,000. The increase in the premium is due to an increase in the rate applied to the projected payroll. It is the District's intention to discuss an increase in the self-insurance limit with the State Workers' Compensation Division, to be effective July 1, 2014.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6356	GOB	Requisition #:
Amount: \$243,504.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$243,504.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

To: Dr. Kelvin R. Adams, Superintendent

From: Leon Fisher, CFO/Treasurer

Agenda Item: 16-27-13-59

Action:

Action to be Approved: Insurance Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 08-23-12-03

Prior Year Cost \$104,000.00

SUBJECT: To approve the purchase of a renewal Automobile Liability and Physical Damage Insurance Policy with State Farm Insurance Company. The renewal of the policy will be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$112,500.00. Our insurance broker, Marsh USA, has confirmed that the rate is very competitive in today's marketplace.

BACKGROUND: The District is now insuring 72 vehicles. We anticipate some changes in the fleet including the possible deletion of 4 vehicles which should reduce the cost for the next policy year. The changes are not yet finalized, so the quotation from State Farm is based on the current fleet.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6354	GOB	Requisition #:
Amount: \$112,500.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$112,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600009900

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



BOARD RESOLUTION

Date: May 28, 2013

Agenda Item : 06-29-13-60

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Insurance Renewal

Other Transaction Descriptors:
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 06-26-12-77

Prior Year Cost \$44,933.00

SUBJECT: To approve the purchase of a renewal Boiler & Machinery Insurance Policy with Hartford Steam Boiler Insurance Company through our insurance broker, Marsh USA. The renewal of the policy will be for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$48,838.00.

BACKGROUND: The Boiler & Machinery Insurance will provide coverage on \$1,061,689,879 in District real and personal property, an increase in values of approximately \$100,000,000. This represents an increase of almost 10% in the values over the 2012-13 values. The rate charged per \$100 of value has increased slightly, but most of the increase is due to the increase in values.

Accountability Plan Goals: Goal III: Facilities, Resources Support **Objective/Strategy:** III.D.

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

Fund Source: 970-00-110-2514-6351	GOB	Requisition #:
Amount: \$48,838.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$48,838.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600002438

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Leon Fisher, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

 **BOARD RESOLUTION**

Date: May 30, 2013

Agenda Item : 06-27-13-61

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Leon Fisher, CFO/Treasurer

Action to be Approved: Membership

Other Transaction Descriptors: Renewal
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 11-15-12-20

Prior Year Cost \$62,947.00

SUBJECT: To approve the renewal of the membership with Cooperating School Districts (CSD) for the period July 1, 2013 through June 30, 2014 at a cost not to exceed \$62,947.00.

BACKGROUND: St. Louis Public Schools has participated as a member of CSD for many years primarily benefiting from professional development, cooperative purchasing and collaboration with other districts on important issues. The membership fee has increased due to a new approach to billing members based on a flat rate per student. The membership fee was \$44,420 for the 2011-12 school year, \$67,200 for the 2012-13 school year. This fee will increase for each of the next 4 years to reach \$137,056 by June 2016-17. The new arrangement allows for much lower mark-ups on coop buys which should make CSD sourced products and services more competitive, resulting in greater sourcing and savings through CSD than realized in the past. The District saved \$250-400K on purchases last year primarily on roofing and natural gas.


Accountability Plan Goals: Goal I: Student Performance **Objective/Strategy:** 1. D.

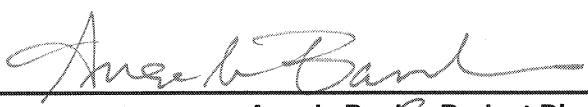
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

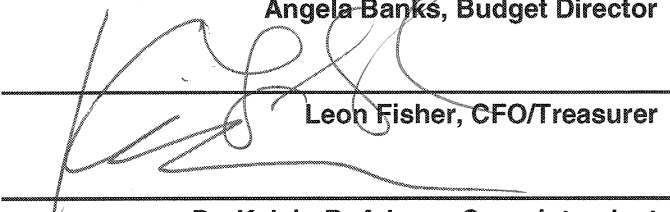
Fund Source: 905-00-110-2611-6381	GOB	Requisition #:
Amount: \$62,947.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$62,947.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001292


Department:

Requestor:


Mary M. Houlihan, Dep. Supt., Operations


Angela Banks, Budget Director


Leon Fisher, CFO/Treasurer


Dr. Kelvin R. Adams, Superintendent



Invoice

1460 Craig Road
St. Louis, MO 63146
Phone (314) 872-8282 Fax (314) 872-8167

St. Louis Public Schools
Leon Fisher
801 N. 11th
St. Louis, MO 63101

Account: 562
Amount Due: \$32,590.00
Invoice: 11032
Date: 05/22/2013
Net Due in 30 Days

13-14 Cooperating School District Membership Dues 40% (5522)

Description	Units	Rate	Charges
CSD Membership Dues - 40%	1.00 EA	\$32,590.00 EA	\$32,590.00

Invoice Summary

Total Services:	\$32,590.00
Total Taxes:	\$0.00
Total Charges:	\$32,590.00
Total Payments:	\$0.00
Total Amount Due:	\$32,590.00

MAIL CHECKS TO:
Cooperating School Districts
1460 Craig Road
St. Louis, MO 63146

Please make checks payable to:
Cooperating School Districts

Thank You for using CSD services!

Phone: 314-872-8282
Fax: 314-872-8167

For questions concerning this invoice please contact
(see "Description" above):

- Character Plus 314-692-1245
- IEC 314-692-1208
- LACE 314-692-1245
- Leadership Academy 314-692-1242
- School Services 314-692-1256
- PDSC 314-692-1256
- SSA 314-692-1250
- Executive 314-692-1253
- Discovery 314-692-1205
- TELE 314-692-1259
- MELL 314-692-1256
- MOSIG 314-692-1256
- SPED 314-692-1242
- SW-PBS 314-692-1242
- Districts Choice Online 314-692-1200



Invoice

1460 Craig Road
St. Louis, MO 63146
Phone (314) 872-8282 Fax (314) 872-8167

St. Louis Public Schools
Leon Fisher
801 N. 11th
St. Louis, MO 63101

Account: 562
Amount Due: \$48,884.00
Invoice: 10968
Date: 05/22/2013
Net Due in 30 Days

13-14 Cooperating School District Membership Dues 60% (5521)

Description	Units	Rate	Charges
CSD Membership Dues - 60%	1.00 EA	\$48,884.00 EA	\$48,884.00

Invoice Summary

Total Services:	\$48,884.00
Total Taxes:	\$0.00
Total Charges:	\$48,884.00
Total Payments:	\$0.00
Total Amount Due:	\$48,884.00

MAIL CHECKS TO:
Cooperating School Districts
1460 Craig Road
St. Louis, MO 63146

Please make checks payable to:
Cooperating School Districts

Thank You for using CSD services!

Phone: 314-872-8282
Fax: 314-872-8167

For questions concerning this invoice please contact
(see "Description" above):

Character Plus	314-692-1245
IEC	314-692-1208
LACE	314-692-1245
Leadership Academy	314-692-1242
School Services	314-692-1256
PDSC	314-692-1256
SSA	314-692-1250
Executive	314-692-1253
Discovery	314-692-1205
TELE	314-692-1259
MELL	314-692-1256
MOSIG	314-692-1256
SPED	314-692-1242
SW-PBS	314-692-1242
Districts Choice Online	314-692-1200

 **BOARD RESOLUTION**

Date: May 28, 2013

Agenda Item : 06-27-13-162

To: Dr. Kelvin R. Adams, Superintendent

Action:

From: Dr. Cleopatra Figgures, Dep. Supt., Accountability

Action to be Approved: Contract Renewal

Other Transaction Descriptors: Sole Source
(i.e.: Sole Source, Ratification)

Previous Board Resolution # 05-03-12-22

Prior Year Cost \$19,500.00

SUBJECT: To approve a sole source service/maintenance agreement with Scantron Corporation and Harland Technology to provide maintenance, labor and parts for the two (2) OpScan scanners that are used to score formative assessments for the period June 24, 2013 through June 23, 2014 at a total combined cost not to exceed \$19,498.

BACKGROUND: The OpScan machines are essential to scoring the assessments and evaluation/surveys. The current service agreement will expire on June 23, 2013. In order to maintain functionality and receive optimal performance from the machinery, we requested Scantron to continue performing the services.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: I.A

FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)

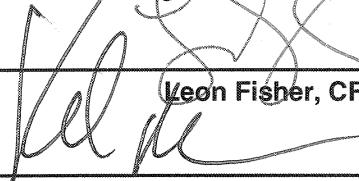
Fund Source: 984-00-110-2822-6338	GOB	Requisition #:
Amount: \$19,498.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost Not to Exceed: \$19,498.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001703

Department: Accountability

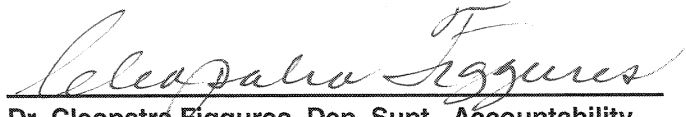
Requestor: Bertha Doar



Angela Banks, Budget Director



Kevin Fisher, CFO/Treasurer



Dr. Cleopatra Figgures, Dep. Supt., Accountability

Dr. Kelvin R. Adams, Superintendent

Notice of Renewal – Return With PO#



PAGE: 1

2020 S 156th Circle
 Omaha, NE 68130
 (F) 402.697.3350
 (E) renewals@harlandts.com
 Questions: 800.228.3628
 Renewals: x3251
 Invoice Questions: x3281

Renewal Notice Sent To: 128135 - 320128135
 PURCHASING
 SAINT LOUIS CITY SD
 801 N 11TH ST
 SAINT LOUIS, MO 63101-1015

Invoice Sent To: 128135
 SAINT LOUIS CITY SD
 ATTN: ACCOUNTS PAYABLE
 801 N 11TH ST
 SAINT LOUIS, MO 63101-1015

Scantron Corporation and Harland Technology Services ("HTS"), a division of Scantron Corporation ("Scantron"), currently provides you maintenance services for the products referenced in the schedule below and located at the address(es) set forth herein. The services keep the products in good operating condition and minimize breakdowns. The services are offered subject to the terms and conditions below, on the back of this form, and within any applicable enclosures (the "Agreement").

Schedule of Service And Products

Scantron and HTS will provide maintenance services at the prices indicated from **06/24/2013 to 06/23/2014**. This Agreement will remain in effect after that date unless cancelled or modified by either party in accordance with Agreement terms and conditions.

Agreement Num: 00194468 **Onsite Maint**
 Previous PO#:

Billing Cycle: Annual

Model	Description	Serial Number	Contact	Rate
CUST# 0128135-000: Saint Louis City Sd, 801 N 11th St, Saint Louis, MO 63101-1015				
10/60	OPSCAN 10 MDL 60 OMR	1001037	Bertha Doar/yvonne Hampto 314-570-4173	8,532.00
STX301	SCANTOOLS PLUS APP DEV/SCORE	006109463	Purchasing 314-345-2531	365.00
1091	BAR CODE READER II, OP10	I0128135102739	Bertha Doar 314-345-2360	852.00
6175	SYSTEM SCANNER PC W/MONITOR	MXL916086M/3CQ8282PXF	Purchasing 314-345-2531	
10/60	OPSCAN 10 MDL 60 OMR	1001061	Bertha Doar/yvonne Hampto 314-570-4173	8,532.00
1091	BAR CODE READER II, OP10	I0128135150649	Admin Bldg Cleopatra Figgures 314-345-2597	852.00
6175	SYSTEM SCANNER PC W/MONITOR	MXL1020R01 / CWC101T7LM	Admin Bldg Bertha Doar 314-345-2360	
STX301	SCANTOOLS PLUS APP DEV/SCORE	006110994	Admin Bldg Cleopatra Figgures 314-345-2597 Admin Bldg	365.00
TOTAL AMOUNT				19,498.00

This price quote does NOT include any sales or use taxes. Applicable taxes will be applied at the time of invoicing. If payment is made prior to invoicing, please add the appropriate sales or use taxes to your payment.

Nancy Sindelar

 HTS Representative Signature
NANCY SINDELAR

 HTS Representative Printed Name
 2/05/2013

 Date

**Notice of Renewal
 Return With PO#**

 Customer Signature

 Title

 Date
 Purchase Order # _____

SOFTWARE MAINTENANCE AND SUPPORT SERVICES SCHEDULE

1. Software Agreement. All Scantron Corporation ("Scantron") Software Maintenance and Support Services will be provided in accordance with this Software Maintenance and Support Services Schedule (this "Schedule") and, as applicable, the terms and conditions set forth in the "Scantron Master Agreement," the "Scantron Terms and Conditions," or other agreement governing Customer's license of the Scantron Software (referred to herein as the "Agreement"). Capitalized terms within this Schedule not otherwise defined herein shall have the meaning ascribed to them in the Agreement. If conflicts arise between the terms of the Agreement and this Schedule, the specific terms of this Schedule shall govern.

2. Scope of Maintenance and Support Services. Pursuant to a current paid Schedule, Customer will be entitled to receive the Software Maintenance and Support Services described in this Schedule, with respect to licensed Software located on the Customer's development or production system. Scantron provides Maintenance and Support Services from Scantron's sites and facilities.

A. Hours of Help Desk Availability. Help Desk assistance is available during the Principal Period of Maintenance ("PPM"). The PPM is an eleven-hour contiguous daily time period between the hours of 5:30 am and 4:30 pm Pacific Time, Monday through Friday, excluding holidays. Contact Scantron for the current year's holiday schedule. Help Desk Support is provided for the current and immediately prior version of the Software.

B. Error Corrections. Scantron will use reasonable efforts to correct errors in the Software that cause the Software to materially fail to conform to Software specifications appearing in the applicable Documentation, provided that Scantron is able to reproduce the error in the operating environment for which the Software is designed, and Customer has met its responsibilities under this Schedule. Software Maintenance and Support Services include the response to and resolution of Software errors reported to Scantron by Customer. Resolution of Software errors may, at Scantron's option, include: (1) work around instructions provided through telephone or electronic support; (2) delivery of programmatic error correction through Software "Updates" (defined below) to the current Software release. Scantron will use commercially reasonable efforts to respond to and resolve Customer calls according to the priority level of the call.

C. Version Updates. If Customer has purchased enhanced Maintenance and Support Services that include Customer's right to receive new versions of the Software, Customer will receive the following included in the Services: Scantron may at any time replace, modify, alter, improve, enhance or otherwise change any Software or Documentation (collectively "Updates"). Customer will be entitled to receive a copy of each Update, plus related Documentation, for its licensed Software covered by this Schedule. This policy applies to all Updates not separately priced or marketed as new releases that are provided to Software customers generally as a part of Maintenance and Support Services. Scantron will provide Updates only to the most current version of the Software. Updates, modifications, adjustments and error corrections are Software subject to the restrictions of the License Grant for the Software. Updates will be provided to Customer via media selected at Scantron's discretion, including online download. It is Customer's responsibility to login to the Scantron's Maintenance and Support Services site on a regular basis in order to obtain the most current updates, Documentation and other current information concerning the Software. Scantron recommends that Customer login to the sites a minimum of one time each week to ensure that it has installed the most current version of the Software. Upon request and payment of shipping and handling charges Customer may obtain Update delivery via U.S. mail. Customer may purchase services for assistance with installing Updates at Scantron's then current rates, plus reasonable expenses.

D. Maintenance and Support Services Limitations. Software Maintenance and Support Services are contingent upon the use of unmodified Software (except by authorized representatives of Scantron or pursuant to Scantron's written direction), operated in accordance with Scantron's Software Documentation. Software Maintenance and Support Services specifically exclude the following: (1) Help Desk Support of versions of Software other than the current and immediately prior release; (2) efforts to restore a release of the Software or Customer data back-ups beyond the current or immediately prior release; (3) Updates to Software for other than the current release of the Software; (4) Services related to Software which has been altered, modified, adjusted or repaired by anyone other than authorized representatives of Scantron or pursuant to Scantron's written direction; (5) provision of Updates if Customer has not purchased Software Maintenance and Support Services continuously since its initial license of the Software and, if Maintenance and Support Services are re-started by Customer, the most recent continuous period of the paid Schedule is less than 12 months.

E. End of Maintenance and Support Life. Scantron periodically announces the End of Maintenance and Support Life (EOSL) for Software. Scantron will notify Customer in writing or by electronic mail a minimum of one hundred and eighty (180) days prior to discontinuation of Maintenance and Support Services for particular Software. After the EOSL, Scantron may provide at Customer's

request, at then current rates, and on a commercially reasonable efforts basis, Help Desk support limited to current available fixes.

3. Customer's Responsibilities. Customer is responsible for performing Software back-ups in accordance with the Software Documentation. Customer shall notify Scantron of any material Software error and shall allow Scantron reasonable access to the Software to perform remote Services. Customer must provide a contact for the receipt of Maintenance and Support Services trained by Scantron in the use of the Software and related Scantron tools and applications licensed by Customer. Maintenance and Support Services calls must be placed to Scantron by such a trained contact.

4. Term; Charges. The initial term of this Schedule will commence upon the date of acceptance by Scantron of your purchase order for Software Maintenance and Support Services. The duration of the initial term and each renewal term of this Schedule shall be a one (1) year period. After the initial term, Maintenance and Support Services shall continue from year to year on the terms and conditions set forth herein, unless terminated by either party upon ninety (90) days prior written notice to the other party. Should Customer purchase add-ons and/or upgrades to the Software during the term, Maintenance and Support Services for such add-ons and upgrades and related Maintenance and Support Charges shall be pro-rated and coterminous with the term of Maintenance and Support Services applicable to the Software initially covered.

A. Maintenance and Support Charges. "Maintenance and Support Charges" are based upon the price listed in your purchase order. After the initial term, Scantron may change its Maintenance and Support Charges then in effect with forty-five (45) days prior written notice to Customer. If Maintenance and Support Charges are increased, Customer may terminate Maintenance and Support Services as of the effective date of such increase, upon thirty (30) days prior written notice to Scantron. If Customer does not terminate Maintenance and Support Services, the new Maintenance and Support Charges shall become effective on the date specified in the notice.

B. Invoices. All Maintenance and Support Charges will be invoiced annually in advance. One-time charges will be invoiced as incurred. Partial invoicing will be prorated on the basis of a thirty (30) day month. Maintenance and Support Charges are payable whether or not Customer accesses Maintenance and Support Services every month during the term.

C. Default. Default by Customer shall constitute sufficient cause for Scantron to suspend or terminate Maintenance and Support Services under this Schedule. Customer will be in default if: (1) Maintenance and Support Charges are not paid when due; (2) Customer fails to perform any of its obligations hereunder; (3) any Customer alteration, modification, adjustment or repair adversely affects Scantron's ability to render Maintenance and Support Services respecting the Software.

5. Supplemental Services.

A. Relocation of Software. Software moved to a location outside of the original delivery country shall continue to be supported at Scantron's option. Furthermore, Scantron shall have the right to alter the type of Maintenance and Support Services provided and Maintenance and Support Charges respecting relocated Software. Customer shall give Scantron at least thirty (30) days prior written notice specifying the new location prior to any movement. Customer will comply with all export laws, restrictions and regulations of the Department of Commerce or other United States or foreign agency or authority. Customer agrees not to export, or allow the export or re-export of any Software, or of information regarding Software in violation of any such restrictions, laws and regulations.

B. Other Services. Maintenance and Support Services extend only to the Software identified in the applicable purchase order and not to any other Products or Services. Maintenance does not include software development, software customization, software generation, or data conversion, diagnostic or error correction services for Software modified other than by Scantron, or correction of errors resulting from any cause other than normal and ordinary use of the Software or an act or omission of Scantron. Scantron's rendering of services outside the scope of Maintenance and Support Services will be provided at Scantron's discretion upon receipt of a purchase order and at Scantron's then current rates for such services. Should any failure of the Software be incapable of solution by remote access, Customer may purchase onsite services, at Scantron's then current fees plus reasonable travel and living expenses, for Scantron personnel to provide, as soon as practicable, onsite service at the Customer facility at which the Software is located.

6. Proprietary Rights. Certain information and materials supplied by Scantron as part of Maintenance and Support Services such as, but not limited to, logic diagrams and manuals, schematics and drawings, are Scantron confidential and proprietary trade secrets subject to Customer's confidentiality obligations set forth in the Agreement. Scantron furnishes such items solely to assist Customer in the operation and use of the Software.

TERMS AND CONDITIONS

1. Orders. This is a legal agreement (the "Agreement") between the entity which ordered products and/or services (our "Customer") and Scantron Corporation ("Scantron"). As used herein "Product Schedules" and/or "Service Schedules" mean the Scantron product and/or service descriptions providing the terms pursuant to which Scantron and/or its affiliates and subcontractors will provide and Customer will purchase the products and services described therein. "Product" means the deliverables provided by Scantron and/or its affiliates and subcontractors as described in the applicable Product Schedule. "Service" means the service provided by Scantron and/or its affiliates and subcontractors as described in the applicable Service Schedule. Products and Services purchased by Customer will be set forth in an applicable purchase order or other applicable order document (collectively referred to herein as a "purchase order"). This Agreement, the purchase order, and the purchase order's Product Schedules and/or Service Schedules form the complete contract for this transaction between Scantron and Customer. If you do not agree to the terms of this Agreement, promptly return the unopened Product package and accompanying items for a refund of the applicable fee. Products and Services described in a purchase order include any accompanying documentation (the "Documentation"). A purchase order is not effective until accepted in writing by Scantron and, once accepted, is firm and noncancellable. Terms of any Customer issued order forms or any other communication which are additional to or inconsistent with this Agreement are not binding unless Scantron expressly assents to such terms in writing. Scantron will use its best commercially reasonable efforts to deliver the Products and Services specified in an applicable purchase order to Customer on or before the specified delivery dates. Customer will promptly inspect and accept or reject the Products and/or Services upon delivery. Absent Customer's earlier written acceptance, Products and Services are accepted thirty (30) days following delivery.

2. Software License Grant. If Customer is purchasing software Products ("Software"), Scantron grants a non-exclusive, non-transferable license to the Software under the License Grant as both are identified in the applicable purchase order. Software Documentation is included in and with the license for the Software. Each License Grant is only for the United States and Canada and provides Customer with the right to use the Software object code (not source code) for Customer's internal purposes, to perform services in the normal course of Customer's business, and consistent with the applicable Product Schedule and/or Service Schedule and the Software Documentation. The applicable Software Product Schedule and/or Service Schedule defines any additional terms and conditions of the License Grant. Scantron or its designated agents shall have the right to enter and inspect Customer's records and/or its computer systems for the purpose of auditing Customer's usage of the Software. Access will be permitted with reasonable advance notice during business hours.

3. Compensation. In addition to applicable Product fees and Services fees, Customer will reimburse Scantron's out-of-pocket costs including shipping and reasonable travel and living expenses. Invoices shall be paid within thirty (30) days of receipt without deduction, withholding or offset. Scantron may suspend any License Grant and/or Services provided under this Agreement until payments are brought current. Amounts not paid when due are subject to finance charges of 1.5% per month or the highest rate permitted by law. Customer will pay or reimburse Scantron for all duties, taxes (other than taxes on Scantron's income), fees or other similar amounts assessed or imposed by governmental authorities. Scantron may at any time change fees for Products, Services, or other items respecting future orders.

4. Title and Risk of Loss. Respecting hardware Products purchased by Customer under this Agreement, Scantron transfers title to Customer upon shipment of the hardware Products. However, Scantron retains a purchase money security interest in the hardware Products until paid for in full by Customer. Customer agrees to execute appropriate documents to permit Scantron to perfect its purchase money security interest. Scantron bears the risk of loss for Products up to and including their date of shipment. Thereafter, Customer assumes the risk of loss.

5. Term; Termination. This Agreement remains in effect until Services are complete and all License Grants extended under this Agreement, if any, cease. If a party fails to cure a default within thirty (30) days after written notice explaining the default, the non-defaulting party may immediately terminate any License Grants, Services or other deliverables to which the default relates. Termination of this Agreement terminates further performance. If the termination is based upon a default of any Software License Grant Customer will immediately stop using all Software, promptly remove it from any hardware on which the Software is installed, and within twenty (20) days of termination return to Scantron or destroy all copies of any Software and Documentation in Customer's possession or control and certify the return or destruction of all Software and Documentation. Customer's termination for convenience or resulting from Customer's default does not relieve Customer of any payment obligations which arise prior to the effective date of the termination.

6. Proprietary Rights; Confidentiality/Privacy/Security. A. Proprietary Rights. The Products and Services (including any associated work product) are protected by copyright, trade secret and other proprietary rights of Scantron and its suppliers. Software and work product are licensed, not sold, to Customer. Scantron reserves all rights in Products, Services, work product and Documentation not expressly granted to Customer. B. Limitations on Use. Customer may make a reasonable number of archival-only copies of Software. Customer will not: (a) reproduce Products or Services; (b) sell or sublicense Products or Services; (c) permit the use of Software, Services or Documentation by others or otherwise operate Software for third parties (e.g., as a service bureau or data processing service); (d) modify or translate Software; or (e) disassemble, reverse engineer or decompile Software or otherwise attempt to discover trade secrets related to Software. C. Confidentiality. Both parties may acquire certain information that is confidential, proprietary or trade secret information of the other party or a third party ("Confidential Information") in the performance of this Agreement. The party receiving Confidential Information will: use such information solely for performance under this Agreement; not disclose such information to any third party (excluding agents and, in the case of Scantron, its affiliated companies); and otherwise protect such information from any unauthorized use or disclosure. The receiving party shall bind its employees, agents and affiliates having access to Confidential Information to confidentiality obligations consistent with this provision. Neither party will be obligated to keep confidential any information that is: publicly available through no fault of such party; received by such party from a third party not under a confidentiality obligation regarding the information; independently developed by such party without referring to the Confidential Information; or required by applicable law to be disclosed by such party. Scantron may reflect the Customer's name in a customer list and the respective products involved. D. Privacy/Security. Scantron will maintain and monitor policies and procedures to meet the data security objectives of the Health Insurance Portability and Accountability Act of 1996, the Gramm-Leach-Bliley Act, the Fair and Accurate Credit Transactions Act, the Fair Credit Reporting Act, and other related laws and regulations (the "Privacy Laws"), by addressing administrative, technical and physical safeguards designed to (i) ensure the security and confidentiality of nonpublic personal information relating to Customer's customers; (ii) protect against any anticipated threats or hazards to the security or integrity of such information; and (iii) protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to Customer. Scantron will provide prompt notice to Customer if Scantron becomes aware of an unauthorized disclosure involving Customer's sensitive customer information, as those terms are defined by the Privacy Laws' regulatory guidance issued by the applicable Federal agency. With reasonable advance notice, Scantron will permit a review during regular business hours to assess whether appropriate key controls are in place, or will provide reasonable documentation to verify compliance with its obligations under this paragraph.

7. Warranty. A. Product Warranty. Unless otherwise set forth in a Product Schedule, for a period of thirty (30) days following delivery of Product(s) (the "Warranty Period"), Scantron warrants that the Product(s) will function in all material respects consistent with specifications appearing in the applicable Documentation. Scantron does not warrant that the Product(s) are free from all bugs, errors or omissions. This warranty does not extend to any failure of the Product(s) caused by: modification or change not made by Scantron; noncompliance due to use of the Product(s) in combination with items furnished by anyone other than Scantron or not approved in writing for use with the Product(s) by

Scantron; or use of the Product(s) in an operating environment other than as specified in writing by Scantron. Scantron will use reasonable efforts at its facility to correct any Products that fail to comply with the foregoing warranty, provided that Customer gives Scantron prompt written notice of such failure during the Warranty Period, and Scantron is able to reproduce the noncompliance. If Scantron is unable to correct the Products such that they comply with the foregoing warranty, Scantron will refund the fees Customer has paid for such Products in full satisfaction of all of Customer's claims relating to such noncompliance. Customer will provide reasonably assist Scantron in reproducing the failure. B. Services Warranty. Scantron warrants that Services will be provided in a professional and workmanlike manner consistent with the definition of the Services to be performed. Provided that Customer gives Scantron written notice of failure to meet the foregoing warranty within thirty (30) days after completion of Services, Scantron will use reasonable efforts to correct any Services that fail to comply with the foregoing warranty. If Scantron is unable to correct or re-perform the Services, Scantron will refund a reasonable portion of the fees paid with respect to such Services. C. Computer Viruses. Scantron represents that to the best of its knowledge, based on use of commercially available virus detection programs, Software Products do not contain any computer virus or other disabling device ("Virus"). If Software fails to comply with the foregoing representation, Scantron will use commercially reasonable efforts to replace the Software with a copy that is not affected by the Virus. Customer acknowledges that a Virus may not be capable of such detection and that it is Customer's responsibility to monitor and scan all computer programs and data that become part of Customer's computing environment. D. Third Party Products. Some Products may include or operate in conjunction with computer programs, data or hardware supplied by a third party. All third party products other than those embedded in and delivered as an inseparable part of the Products and Services, are supplied "AS IS" by Scantron. E. Exclusive Warranties and Remedies. THE WARRANTIES AND REMEDIES SET FORTH IN THIS SECTION 7 ARE EXCLUSIVE AND ARE IN SUBSTITUTION FOR ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES OF SCANTRON, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

8. Limitations of Liability. SCANTRON'S ENTIRE LIABILITY, WHETHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE), PRODUCT LIABILITY, STRICT LIABILITY, OR OTHER LEGAL OR EQUITABLE THEORY, FOR ANY CLAIM ARISING FROM OR RELATED TO THIS AGREEMENT OR ANY PRODUCTS, SERVICES OR OTHER ITEMS FURNISHED OR TO BE FURNISHED UNDER THIS AGREEMENT, WILL IN NO EVENT EXCEED THE LESSER OF (i) THE FEES PAID TO SCANTRON BY CUSTOMER FOR THE APPLICABLE ITEM WHICH IS THE BASIS FOR THE CLAIM, OR (ii) THE FEES PAID TO SCANTRON BY CUSTOMER FOR THE APPLICABLE ITEM WHICH IS THE BASIS FOR THE CLAIM DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE OCCURRENCE OF THE EVENT GIVING RISE TO THE CAUSE OF ACTION. NO ACTION RELATED TO THIS AGREEMENT MAY BE BROUGHT MORE THAN TWO (2) YEARS AFTER THE OCCURRENCE OF THE EVENT GIVING RISE TO THE CAUSE OF ACTION. IN NO EVENT WILL SCANTRON BE LIABLE TO CUSTOMER OR TO ANY OF CUSTOMER'S CUSTOMERS OR ANY OTHER PERSON OR ENTITY FOR LOST DATA, LOST PROFITS, INTEREST OR COST OF MONEY, OR FOR COVER, OR FOR ANY PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF SCANTRON'S PERFORMANCE OR NONPERFORMANCE OR THE USE OF, INABILITY TO USE OR RESULTS OF USE OF ANY PRODUCTS, SERVICES, OR OTHER ITEMS.

9. Defense of Infringement Claims. A. Scantron will defend Customer against any claim based upon infringement of any U.S. Copyright, Trademark or Patent by the Products, provided that: Customer promptly notifies Scantron of such proceeding; Scantron has exclusive control over the defense and settlement of the proceeding; Customer provides reasonably requested assistance in the defense and settlement of the proceeding; and Customer complies with any settlement or court order made in connection with such proceeding. B. Scantron will: indemnify Customer against any and all damages, costs and attorneys' fees finally awarded against Customer in any such proceeding; reimburse Customer's reasonable expenses incurred in providing assistance requested by Scantron; pay any amounts agreed by Scantron in settlement of any claims of infringement. C. Scantron's obligations under this Section 9 will not apply to any infringement arising out of: use or combination of the Products with products, goods, services or other items not furnished or approved in writing for use with the Products and/or Services by Scantron; modification or change not made or authorized in writing by Scantron; use of an infringing version of the Products when a comparable noninfringing version has been made available to Customer; or Products developed to specifications which Customer has supplied or required of Scantron. D. In the event that Scantron reasonably believes it will be required to discontinue use of the Products, Scantron will, at its option, do one of the following: obtain for Customer the right to continue use of the Products; modify the Products to make them noninfringing; or if Scantron is not reasonably able to accomplish the foregoing, terminate Customer's right to use the infringing Products and refund to Customer a pro-rata portion of the fees Customer paid to Scantron for such Products, amortized on a three-year straight line basis from the date of delivery. E. THIS SECTION 9 STATES THE ENTIRE LIABILITY OF SCANTRON WITH RESPECT TO INFRINGEMENT OF ANY COPYRIGHT, TRADEMARK, PATENT OR OTHER INTELLECTUAL PROPERTY RIGHT BY ANY DELIVERABLE OR SERVICE OF SCANTRON.

10. Miscellaneous. A. No Waiver. The failure of either party to enforce any rights under this Agreement or to take action against the other party will not be deemed a waiver by that party as to subsequent enforcement of rights. B. Assignment. This Agreement may not be assigned or transferred in any way by Customer without Scantron's prior written consent. Attempted assignments without Scantron consent are void. C. Notices. Notices shall be in writing and delivered by hand, mail or courier and will be deemed delivered only upon receipt. D. Applicable Law. This Agreement will be interpreted, construed and enforced in all respects in accordance with the local laws of the State of California, USA, without reference to its choice of laws principles. E. Dispute Resolution. Any dispute arising from or related to this Agreement will be settled by binding arbitration conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association. Any arbitration will be held in a location in the continental United States selected by the non-complaining party. Arbitration will be before a single arbitrator active in a state bar with experience in business respecting the subject matter of the dispute. The award of the arbitrator will be final and binding, and judgment may be entered upon it in any court having jurisdiction. In no event will the arbitrator award punitive damages or an award in excess of the amount of direct compensatory damages consistent with the limitations of liability in this Agreement. Except as required by law, the parties, may not disclose the contents or results of any arbitration hereunder without the prior written consent of all parties. Either party may seek equitable relief from any court having jurisdiction to the extent necessary to prevent irreparable harm. F. Equal Employment Opportunity; Affirmative Action. In connection with Scantron's performance under this Agreement, unless exempt, the Equal Opportunity Clauses as set forth in Section 202 of Executive Order 11246, as amended, 41 C.F.R. § 1.4(a), Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended, 41 C.F.R. § 250.5(a), Section 503 of the Rehabilitation Act of 1973, as amended, and 41 C.F.R. § 741.5(a) are incorporated by reference. Scantron has developed and maintains an affirmative action program. G. Insurance. During the term of this Agreement Scantron shall carry and maintain commercial general liability insurance in an amount not less than \$1 million per occurrence with a \$2 million aggregate covering claims for bodily injury, death, personal injury or property damage. H. Entire Agreement. This Agreement supersedes any and all prior agreements among the parties related to the Products, the Services and any other items provided hereunder. No modification of any of the provisions of this Agreement will be valid unless set forth in a written instrument signed by both parties. - END -

OPTICAL MARK READER MAINTENANCE SERVICE AGREEMENT TERMS AND CONDITIONS

1. Harland Technology Services ("HTS"), a division of Scantron Corporation, will provide the customer ("Customer") signing this Optical Mark Reader ("OMR") Maintenance Service Agreement (the "Agreement") services to repair or replace parts necessary to keep the equipment listed in the attached schedule (the "Equipment") in proper operating condition and will make necessary adjustments to keep the Equipment in proper operating condition.
2. Customer, by its acceptance signature hereon, agrees to furnish HTS with quantities, model numbers, and when possible, serial numbers for the Equipment to be covered. Customer also agrees to notify HTS of modifications to the Equipment inventory.
3. Preventive maintenance and cleaning inspections will be performed according to HTS' published Preventive Maintenance Schedule.
4. Replacement parts will be provided at no charge except for those parts which by their nature are considered consumable (example: ribbons, paper, print bands, organic photo conductor kits). HTS agrees to maintain at its location the stock of parts it considers adequate to maintain the Equipment.
5. Customer, by its acceptance signature hereon, agrees to notify HTS by telephone or in writing of all service call requests. HTS agrees to respond to those calls in a timely manner.
6. Onsite
Service calls will be made at Customer's premises during regular business hours defined as Monday through Friday between 8 A.M. and 5 P.M. except for HTS' observed holidays. The cost of mileage and labor to affect such service calls will be borne by HTS.
7. Enhanced Depot
Upon equipment failure, Customer shall notify HTS during regular business hours. Upon notification, HTS will ship via next day air a similar/equivalent loaner machine to Customer. Upon receipt, Customer must immediately return failed Equipment via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. HTS will repair the failed Equipment and return to Customer. Upon receipt of the original Equipment, customer will return the loaner machine back to HTS via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event Customer fails to return the loaner equipment within ten (10) business days, the customer shall be charged the full retail value of the loaner machine.
8. Central Exchange
In the case of Equipment failure, Customer shall promptly call HTS' Call Center for diagnosis and consultation. Within one (1) working day of the diagnosis, HTS will ship a replacement for the Equipment. Customer shall install the replacement per HTS' specifications. Within five (5) business days of receipt of the replacement, Customer shall return the original, faulty Equipment to HTS via the enclosed shipping label to an authorized United Parcel Service drop-off location or driver. In the event the customer fails to return the failed Equipment within ten (10) business days, Customer shall be charged the full retail value of the Equipment.
9. Depot
Customer shall ship, at their own expense, failed Equipment to HTS' Depot Service Center. HTS will restore the equipment to good operating condition. HTS will then ship the equipment back to the Customer location. The cost of return shipping shall be paid by HTS.
10. Costs of mileage and labor necessary to make service calls other than during normal business hours will be charged to Customer separately at HTS' then current rates.
11. Maintenance provided under this Agreement shall extend to service, repairs and replacements made necessary by normal wear and usage of the Equipment. Maintenance provided under this Agreement shall not include any service, repairs or replacements required or made necessary as a result of the use of non-Scantron software, hardware or forms, electrical power failure, fire, theft, software virus, water, casualty, employee negligence, abuse, misuse, inadequate or inappropriate environment, room size, inadequate ventilation, or other external forces.
12. HTS warrants that the maintenance services provided under this Agreement will be provided in a professional and workmanlike manner. HTS' responsibility under this Agreement is limited to providing service, replacement or repair, in full satisfaction of all of Customer's claims relating to the maintenance services. HTS DOES NOT WARRANT THAT CUSTOMER'S USE OF THE EQUIPMENT WILL BE SECURE, UNINTERRUPTED, OR ERROR-FREE OR THAT DEFECTS IN THE EQUIPMENT WILL BE CORRECTED. THE WARRANTIES AND REMEDIES SET FORTH IN THIS SECTION 12, ARE EXCLUSIVE AND ARE IN SUBSTITUTION FOR ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES OF HTS. CUSTOMER HEREBY WAIVES ALL OTHER RIGHTS AND REMEDIES WITH RESPECT TO ANY SERVICE, MAINTENANCE OR OTHER ITEM FURNISHED BY OR ON BEHALF OF HTS UNDER THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.
13. HTS' entire liability, whether in contract, tort (including negligence), product liability, strict liability, or other legal or equitable theory, for any claim arising from or related to this Agreement or any maintenance, services or other items furnished or to be furnished under this Agreement, will in no event exceed the fees paid to HTS by Customer for such services during the three (3) month period immediately preceding the occurrence of the event giving rise to the cause of action. No action related to this Agreement may be brought more than two (2) years after the occurrence of the event giving rise to the cause of action.
IN NO EVENT WILL HTS BE LIABLE TO CUSTOMER OR ANY OTHER PERSON OR ENTITY FOR LOST DATA, LOST PROFITS, INTEREST OR COST OF MONEY; OR FOR COVER; OR FOR ANY DIRECT, PUNITIVE, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF HTS' PERFORMANCE OR NONPERFORMANCE OR THE USE OF, INABILITY TO USE OR RESULTS OF USE OF ANY ITEM OF MAINTENANCE OR SERVICES.
14. During the term of the Agreement, and for a period of one (1) year thereafter, neither party shall hire personnel of the other party involved in the efforts performed hereunder, without the express written consent of the other party.
15. Customer further agrees to pay net due invoices rendered by HTS within thirty (30) days of the invoice date in consideration of the above-described service. Interest will be assessed on all outstanding balances at the rate of 1.5% per month, or the maximum rate allowed by law, whichever is less. Customer agrees that HTS shall have the right to offset any amounts owed by HTS to Customer under other contracts, purchase orders, or agreements between the two parties against any non-current, unpaid invoices, claims, or demands for payment owed to HTS by Customer hereunder.
16. Customer shall pay or reimburse HTS for any taxes now or hereafter imposed, levied or based on this Agreement, or on the services rendered or parts supplied pursuant to this Agreement, including the sales and use taxes, personal property taxes and excise taxes based on gross revenue.
17. This Agreement shall become effective upon acceptance by HTS. It shall remain in effect for the period stated and be automatically extended for successive periods of one (1) year unless and until terminated. However, either party may, at any time, terminate this Agreement upon ninety (90) days written notice. If terminated, HTS will in turn prorate on a basis of 1/12 per month, the unused portion of any fee which has been paid.
18. If applicable, software maintenance and support services will be provided in accordance with the enclosed Software Maintenance and Support Services Schedule.



REQUEST FOR SOLE SOURCE PURCHASE

Requestor: Bertha Doar	Date: May 21, 2013
Department / School: Accountability and Assessment	Phone Number: 345-2360
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)	
Scanner Service Agreement	
Vendor Name: Harland Technology	Email: Catherine.Dewitt@harlandts.com
Vendor Contact: Katie Dewitt	Phone Number: 800-824-2023
Justification Information	
1. Why the uniquely specified goods are required?	
Service agreement for the scanner used to score formative assessments.	
2. Why good or services available from other vendors /competitors are not acceptable?	
Service agreement for the specific scanner used by the District.	
3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)	
Annual service agreement for two scanners.	
4. List the Names of other Vendors contacted & Price Quotes:	
None	
<i>I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.</i>	
Your sole source request will not be approved without the required signatures below:	
Department Head	Date
CFO	Date
Superintendent	Date

Sole Source Checklist

1. Check one of the following:

- One-of-a-kind** The commodity or service has no competitive product and is available from only one supplier.

Prior to checking this box you must complete each of the following tasks:

- Search the internet for companies providing similar services.
- Search purchasing files to determine if district has a record of vendors(s) that have provided similar services.
- Document search activities and findings

- Compatibility** The commodity or service must match existing brand of equipment for compatibility and is available from only one vendor.

Prior to checking this box you must complete the following task:

- Provide documentation from the provider of the original equipment/services that the equipment/services in question must be provided by the vendor in question

- Replacement Part** The commodity is a replacement part for a specific brand of existing equipment and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document a search for additional suppliers

- Delivery Date** Only one supplier can meet necessary delivery requirements.

Prior to checking this box you must complete each of the following tasks:

- Document delivery date and quotes from at least two other vendors
- Document rationale in support of treating the delivery date as mission critical

- Research Continuity** The commodity or service must comply with established District standards and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Document district adoption of standard (i.e. Textbook adoption)

- Unique Design** The commodity or service must meet physical design or quality requirements and is available from only one supplier.

Prior to checking this box you must complete the following task:

- Sole supplier (i.e. Regional Distributor)

- Emergency URGENT NEED** for the item or service does not permit soliciting competitive bids, as in cases of emergencies, disasters, etc.

Prior to checking this box you must complete the following task:

- Complete Emergency Purchase Form

2. If the Sole Source Criteria is met, then complete the Sole Source Form;

3. If the Sole Source Criteria are no met, then the item must be bid.



Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 21, 2013
Dept / School: Accountability/Assessment		Reported By: Bertha Doar
Vendor: Harland Technologies		Vendor #: 600001703
Contract # / P.O. #: 4500162785		Contract Name: Scanner Maintenance
Contract Amount: \$19,500.00		\$ Award Date: 5/03/2012
Purpose of Contract (Brief Description): Norm Reference Assessment; results used for academic program and grant evaluation		
Performance Ratings: Summarize the vendor's performance and circle the number which best describes their performance in that category. See Vendor Performance Report Instructions for explanations of categories and numeric ratings (<i>please attach additional sheets if necessary</i>). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	X	
	4	
	3	
	2	
	1	
Timeliness of Delivery or Performance	X	
	4	
	3	
	2	
	1	
Business Relations	X	
	4	
	3	
	2	
	1	
Customer Satisfaction	X	
	4	
	3	
	2	
	1	
Cost Control	5	
	X	
	3	
	2	
	1	
Average Score	4.8	Add above ratings: divide the total by the number of areas being rated.
Would you select / recommend this vendor again? Please be aware that an answer of yes authorizes the Purchasing Department to seek renewal of the available option year for this contract. All items and conditions within the current contract shall be honored during this renewal period.		
Please Check Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		