





## BOARD RESOLUTION

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-30

Information: ☐

Action: ☒

Action to be Approved: Contract

RFP/Bid # 020-1011

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

**SUBJECT:** To approve a contract with McCann Pest & Termite Control to provide pest control services to all District schools and buildings beginning July 1, 2011 through June 30, 2012 in an amount not to exceed \$27,800.00 pending availability of funds and legal review.

**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 a one year contract with options 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: 905-00-110-2623-6336	GOB	Requisition #:
Amount: \$27,800.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$27,800.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001168


Department: Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

  
Mary M. Houlahan, Dep. Supt., Operations

  
Dr. Kelvin R. Adams, Superintendent

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May 13, 2011

## MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Tom Goodrich**

**RE: Bid Evaluation Record for RFP# 020-1011 Pest Control Services District Wide**

The evaluation began at 3/24/11, 3:00 p.m. and was concluded at 3/28/11 3:00 p.m. The evaluation committee consisted of the following:

Roger L. CayCe	Executive Director of Operations	SLPS
Tom Goodrich	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rick Schaeffer	Purchasing Officer	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
McCann Pest & Termite Services	See Bid Summary Sheet	365	Yes
Orkin Pest Control	See Bid Summary Sheet	195	No
Terminex Commercial	See Bid Summary Sheet	170	No

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

Tom Goodrich  
Construction Project Manager  
Operations Department

NAME: Roger L. CayCe

BID SUMMARY FOR RFP 020-1011 DISTRICT WIDE PEST CONTROL SERVICES						
Contractor	Total Price and Cost Effectiveness of Proposal	M/WBE Participation	Prior Working Relationship with the District	Use of Purchasing Card	Vendors Experience and Demonstrative Performance	Scores
McCann Pest & Termite Services	Annual Costs Building Less Kitchens: \$34,008 Kitchens: \$5,148 Annual Increases 2012: 0% 2013: 3% 2014: 3% 2015: 3%	WBE Owned	Great	Yes	OK	
Score	Max 40% ( 40 )	Max 30% ( 25 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	95%
Orkin Pest Control	Annual Costs Building Less Kitchens: \$40,892 Kitchens: \$40,892 Annual Increases 2012: 0% 2013: 0% 2014: 0% 2015: 0%	None	Unknown	Yes	OK	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Terminix Commercial	Annual Cost Building less Kitchens: \$69,240 Kitchens: \$27,264 Annual Increases 2012: 3.5% 2013: 3.5% 2014: 3.5% 2015: 3.5%	None	Unknown	Yes	OK	
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	45%

NAME: Tom Goodrich

BID SUMMARY FOR RFP 020-1011 DISTRICT WIDE PEST CONTROL SERVICES						
Contractor	Total Price and Cost Effectiveness of Proposal	M/WBE Participation	Prior Working Relationship with the District	Use of Purchasing Card	Vendors Experience and Demonstrative Performance	Scores
McCann Pest & Termite Services	Annual Costs Building Less Kitchens: \$34,008 Kitchens: \$5,148 Annual Increases 2012: 0% 2013: 3% 2014: 3% 2015: 3%	WBE Owned	Great	Yes	OK	
Score	Max 40% ( 40 )	Max 30% ( 20 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Orkin Pest Control	Annual Costs Building Less Kitchens: \$40,892 Kitchens: \$40,892 Annual Increases 2012: 0% 2013: 0% 2014: 0% 2015: 0%	None	Unknown	Yes	OK	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Terminix Commercial	Annual Cost Building less Kitchens: \$69,240 Kitchens: \$27,264 Annual Increases 2012: 3.5% 2013: 3.5% 2014: 3.5% 2015: 3.5%	None	Unknown	Yes	OK	
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	45%

NAME: Yvonne Green

BID SUMMARY FOR RFP 020-1011 DISTRICT WIDE PEST CONTROL SERVICES						
Contractor	Total Price and Cost Effectiveness of Proposal	M/WBE Participation	Prior Working Relationship with the District	Use of Purchasing Card	Vendors Experience and Demonstrative Performance	Scores
McCann Pest & Termite Services	Annual Costs Building Less Kitchens: \$34,008 Kitchens: \$5,148 Annual Increases 2012: 0% 2013: 3% 2014: 3% 2015: 3%	WBE Owned	Great	Yes	OK	
Score	Max 40% ( 40 )	Max 30% ( 20 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Orkin Pest Control	Annual Costs Building Less Kitchens: \$40,892 Kitchens: \$40,892 Annual Increases 2012: 0% 2013: 0% 2014: 0% 2015: 0%	None	Unknown	Yes	OK	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Terminix Commercial	Annual Cost Building less Kitchens: \$69,240 Kitchens: \$27,264 Annual Increases 2012: 3.5% 2013: 3.5% 2014: 3.5% 2015: 3.5%	None	Unknown	Yes	OK	
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 5 )	Max 10% ( 10 )	Max 10% ( 10 )	45%

Name: Mike Dobbs

BID SUMMARY FOR RFP 020-1011 PEST CONTROL SERVICES						
Contractor	Cost	M/WBE Participation	Prior working relationship with SLPS	Use of "P" Card Included in Pricing	Vendor's Experience	Scores
Terminix	Main Building \$69,240 Kitchens \$27,264 Annual Increase 2012-0% 2013-3.5% 2014 3.5% 2015-3.5%	NONE	UNKNOWN	YES	ADEQUATE	
Score	Max 40% (20)	Max 30% (0)	Max 10% (0)	Max 10% (10)	Max 10% (5)	35%
McCann Pest Control	Main Building \$34,008 Kitchens \$5,418 Annual Increases 2012-0% 2013-3% 2014-3% 2015 3%	WBE OWNED	GOOD	YES	GOOD	
Score	Max 40% (40)	Max 30% (20)	Max 10% (10)	Max 10% (10)	Max 10% (10)	90%
Orkin Pest Control	Main Building \$ 40,892 Kitchens \$40,892 Annual Increases 2012-0% 2013-0% 2014-0% 2015-0%	NONE	UNKNOWN	YES	ADEQUATE	
Score	Max 40% (30)	Max 30% (0)	Max 10% (0)	Max 10% (10)	Max 10% (5)	45%





# BOARD RESOLUTION

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item: 06-16-11-31

Information: ☐

Action: ☒

**Action to be Approved:**

Contract Extension/Amendment

Previous Board Resolution # 05-13-10-06

Prior Year Cost \$350,000.00

**Other Transaction Descriptors:**

(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a contract extension with IESI (formally known as Crown/Excel Disposal, LLC) to provide solid waste management services in select District schools and buildings beginning July 1, 2011 through June 30, 2012 at a cost not to exceed \$253,300.00, 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 saving approximately \$3,530.00 per month from the previous contract. It will also help prevent sanitation problems and will ensure the District complies with the City Health Department. This extended contract is a one year contract with an option to renew each year for an additional four 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: 905-00-110-2623-6336	GOB	Requisition #: TBD
Amount: \$253,300.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$253,300.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011414

Department: Operations

  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## **PROPOSAL: Contract extension with IESI**

Per our request, on April 8, 2011, IESI, formerly Crown Excel, presented a proposal to extend our contract for a waste removal recycling program.

- 1) Price reduction of \$3,530/month, which equates to an annual cost reduction of \$42,360 (16.68% savings).  
Rate includes no fuel surcharges, environment or any other fees.  
In future years, annual increases will not exceed 4%.
- 2) IESI will implement a recycling program for the District, which contributes to our decreased waste removal charges.
- 3) In addition, there is no minimum recycling to maintain our monthly charge of \$3,530/month (Guaranteed monthly rate).
- 4) IESI will provide the District with an investment of \$80,000 in 8-yard recycling containers.

In return for these rates, IESI is proposing a five-year program.





## Vendor Performance Report

<b>Type of report:</b> Final <input type="checkbox"/> Annual <input checked="" type="checkbox"/>		<b>Report Date:</b> April 14, 2011
<b>Dept / School:</b> District Wide		<b>Reported By:</b> Tom Goodrich
<b>Vendor:</b> IESI formally Crown Excel Disposal		<b>Vendor #:</b> 600011414
<b>Contract # / P.O/ #:</b> 4500153062		<b>Contract Name:</b> Trash and solid waste management
<b>Contract Amount:</b> \$ 350,000.00		<b>Award Date:</b> July 1, 2010
<b>Purpose of Contract:</b> Provide solid waste management services District buildings and schools.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	Satisfactory: Notice minor complaints throughout the District. Mostly satisfied with corrective actions.  Some dumpsters are not emptied (reasons unresolved)
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Mostly responded quickly to our needs and requests.
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Satisfactory communications and documentation. Response immediately to most calls, but not all.
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Satisfied: Vendor was willing to adjust the scope of work and services as we close facilities or asked to reduce service at facilities. (Winter & Summer Break)
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	No Surprises: gave accurate proposals for services and did not go over on costs.
	4	
	3	
	2	
	1	
<b>Average Score</b>	4.4	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





# BOARD RESOLUTION

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-32

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-13-10-04

Prior Year Cost \$18,406.00

**SUBJECT:** To approve a contract renewal with The Brenco Company to provide annual district-wide water treatment and treatment equipment repairs for air conditioning equipment systems beginning July 1, 2011 through June 30, 2012 for the amount not to exceed \$26,071.90 pending availability of funds and legal review.

**BACKGROUND:** The District has 25 buildings with condenser water systems, chilled water systems, and/or cooling towers and evaporative condensers. These systems are used to heat and/or air condition the buildings. The water that flows through these systems must be treated to prevent corrosion and flow restrictions. The contractor will make once a month service visits as specified or more often if required to analyze water samples, to inspect the equipment and to make recommendations for continued application of the products. The contractor will continue to provide complete water analysis, chemicals, testing equipment, training of District personnel, consulting and technical services in support of the chemical cleaning and treatment of the systems. This contract will be a one year contract and the second year renewal of a three year renewal option according to Request for Proposal #043-0809.

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: \$26,071.90		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$26,071.90	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001168

Department: Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 30, 2011
Dept / School: District Wide		Reported By: Tom Goodrich
Vendor: The Brenco Corporation		Vendor #: 600006469
Contract # / P.O. #: 4500153135		Contract Name: Water Treatment District Wide
Contract Amount: \$ 18,406.00		Award Date: July 1, 2010
<b>Purpose of Contract:</b> Provide water treatment and treatment equipment repairs for air conditioning equipment and systems in District wide schools and buildings.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	5	Provides solutions to problems and performs quality workmanship
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Very quick to respond
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Good customer service, easy to contact
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Had no problems or complaints with the customers
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Met all performance requirements; Minor problems; Effective corrective actions
	4	
	3	
	2	
	1	
<b>Average Score</b>	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 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-23

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-13-10-10

Prior Year Cost \$55,000.00

**SUBJECT:** To approve a contract renewal with Bieg Plumbing Company to provide domestic water backflow inspection, maintenance and repair services for District schools and buildings to be provided July 1, 2011 through June 30, 2012 at a cost not to exceed \$36,000.00 pending legal review and availability of funds.

**BACKGROUND:** Yearly inspections, maintenance and repair of backflow devices at all District schools and buildings are required to ensure compliance with the City of St. Louis Department of Public Safety and state and federal codes and regulations. A backflow prevention device prevents contaminated water from being drawn back into the water source should a reverse flow situation occur due to loss of pressure. This contract will be the second renewal of a three year renewal option according to Request for Proposal #057-0809.

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: \$36,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$36,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007817

Department: Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.  
Mary M. Houlihan, Dep. Supt., Operations

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 29, 2011
Dept / School: District Wide		Reported By: Tom Goodrich
Vendor: Bieg Plumbing Company		Vendor #: 600007817
Contract # / P.O. #: 4500153195		Contract Name: Domestic Backflow Prevention
Contract Amount: \$ 55,000.00		Award Date: July 1, 2010
<b>Purpose of Contract :</b> Provide domestic backflow prevention inspection and repairs for District wide schools and buildings.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5	Provides solutions to problems and performs quality workmanship
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Very quick to respond
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Good customer service, easy to contact
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Had no problems or complaints with the customers
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Met all performance requirements; Minor problems; Effective corrective actions
	4	
	3	
	2	
	1	
<b>Average Score</b>	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 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-34

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-13-10-09

Prior Year Cost \$75,766.00

**SUBJECT:** To approve a contract renewal with International Systems of America, Incorporated to provide annual testing and inspection services of fire alarm systems in all District schools and buildings beginning July 1, 2011 through June 30, 2012 at a cost not to exceed \$75,766.00 pending legal review and availability of funds.

**BACKGROUND:** Yearly inspections of fire alarm systems at 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 be the second renewal of a three year renewal option according to Request for Proposal #058-0809.

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: \$75,766.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$75,766.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013355

Department: Operations

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

<b>Type of report:</b> Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		<b>Report Date:</b> March 29, 2011
<b>Dept / School:</b> District Wide		<b>Reported By:</b> Tom Goodrich
<b>Vendor:</b> International Systems of America		<b>Vendor #:</b> 600013355
<b>Contract # / P.O/ #:</b> 4500153129		<b>Contract Name:</b> Test and Inspect Fire Alarms
<b>Contract Amount:</b> \$ 75,766.00		<b>Award Date:</b> July 1, 2010
<b>Purpose of Contract:</b> Provide annual testing and inspection services for fire alarms systems in District wide schools and buildings.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	5	Provides solutions to problems and performs quality workmanship
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Very quick to respond to addition services
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Good customer service, easy to contact, works well in the schools with the staff
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Had no problems or complaints with the customers
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Met all performance requirements; Minor problems; Effective corrective actions
	4	
	3	
	2	
	1	
<b>Average Score</b>	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. <div style="text-align: right;"> <b>Please Check</b>    Yes <input checked="" type="checkbox"/>    No <input type="checkbox"/> </div>		





## BOARD RESOLUTION

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 0616-11-35

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 05-13-10-02

Prior Year Cost \$270,000.00

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

**SUBJECT:** To approve a contract renewal with Environmental Consultants, LLC to provide Hazardous Materials Consulting as needed for District schools and buildings beginning July 1, 2011 through June 30, 2012 at a cost not to exceed \$95,000.00 pending legal review and availability of funds.

**BACKGROUND:** In order to adhere to the guidelines of the Asbestos Hazard Emergency Response Act of 1986 (AHERA) Public Law 99-159, the State of Missouri mandates that a licensed asbestos abatement consultant must design and oversee the abatement of any hazardous materials. The contract will allow for the District to update the mandatory District-wide AHERA plan and continue the periodic surveillance required at least once every six months. The contract includes project design, sampling and testing for hazardous material concerns throughout the District. This renewal is the second of a three year renewal option beyond the original contract year per attachment A, para. 2.1 of the Request For Proposal #061-0809.

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: \$95,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$95,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013796

Department: Operations

  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 30, 2011
Dept / School: District Wide		Reported By: Tom Goodrich
Vendor: Environmental Consultants		Vendor #: 600013796
Contract # / P.O. #: 4500153134		Contract Name: Hazmat Consulting District Wide
Contract Amount: \$ 150,000.00		Award Date: July 1, 2010
Purpose of Contract: Provide HAZMAT Consulting and AHERA inspections for District wide schools and buildings.		
<b>Performance Ratings:</b> 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		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	5	Provides solutions to problems and performs quality workmanship
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	Very quick to respond
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	Good customer service, easy to contact
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	Had no problems or complaints with the customers
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	Met all performance requirements; Minor problems; Effective corrective actions
	4	
	3	
	2	
	1	
<b>Average Score</b>	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 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-36

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 05-13-10-03

Prior Year Cost \$200,000.00

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

**SUBJECT:** To approve a contract renewal with Hackett Security, Inc to provide daily security alarm monitoring and investigative response services for all District schools and buildings beginning July 1, 2011 through June 30, 2012 for an amount not to exceed \$200,000.00 pending availability of funds and legal review.

**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 be the second year of a three year renewal option according to Request for Proposal #060-0809.

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: \$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 #: 600007051

Department: Operations

Roger L. CayCe  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan  
Mary M. Houlihan, Dep. Supt., Operations

Angela Banks  
Angela Banks, Budget Director

Enos Moss  
Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams  
Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 30, 2011	
Dept / School: Operations/District Wide		Reported By: Tom Goodrich	
Vendor: Hackett Security		Vendor #: 600007051	
Contract # / P.O/ #: 4500154106		Contract Name: Alarm monitoring & Response	
Contract Amount: \$ 200,000.00		Award Date: July 1, 2010	
Purpose of Contract: Provide daily security alarms monitoring and investigative response services for all District wide schools and buildings.			
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>	
<b>Quality of Goods / Services</b>	5 <div style="border: 1px solid black; width: 20px; margin: 0 auto; text-align: center;">4</div> 3 2 1	Provides solutions to problems and performs quality workmanship with some minor problems	
<b>Timeliness of Delivery or Performance</b>	5 <div style="border: 1px solid black; width: 20px; margin: 0 auto; text-align: center;">4</div> 3 2 1	Very quick to respond	
<b>Business Relations</b>	5 <div style="border: 1px solid black; width: 20px; margin: 0 auto; text-align: center;">4</div> 3 2 1	Good customer service	
<b>Customer Satisfaction</b>	5 <div style="border: 1px solid black; width: 20px; margin: 0 auto; text-align: center;">4</div> 3 2 1	Had no minor problems or complaints with the customers	
<b>Cost Control</b>	5 <div style="border: 1px solid black; width: 20px; margin: 0 auto; text-align: center;">4</div> 3 2 1	Met all performance requirements; Minor problems; Effective corrective actions	
<b>Average Score</b>	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"/>			







# BOARD RESOLUTION

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-37

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-13-10-11

Prior Year Cost \$30,000.00

**SUBJECT:** To approve a contract renewal with Grease Masters, LLC to provide cleaning and repair of kitchen exhaust hoods in select District schools and buildings beginning July 1, 2011 through June 30, 2012 at a cost not to exceed \$10,000.00 pending legal review and availability of funds.

**BACKGROUND:** The vendor will be responsible for providing all necessary labor, equipment and parts to perform kitchen exhaust hood cleaning services for all District kitchen exhaust hoods, flues, duct work and related equipment in accordance with the International Kitchen Exhaust Cleaning Association standards, National Fire Protection Association 96 regulations, and any other applicable local, state or federal regulations. This service will prevent fire hazards associated with cooking equipment and ensure the District's compliance with the City Fire Marshall. This renewal contract will be the third year of a four year agreement according to Request for Proposal #046-0809.

Accountability Plan Goals: Goal III: Facilities, Resources Support

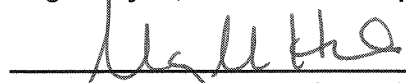
Objective/Strategy: III.C.1

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: \$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 #: 600011976


Department: Operations

  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 29, 2011
Dept / School: District Wide		Reported By: Tom Goodrich
Vendor: Grease Masters, LLC		Vendor #: 600011976
Contract # / P.O. #: 4500153201		Contract Name: Exhaust Hood Cleaning and Repairs
Contract Amount: \$ 30,000.00		Award Date: July 1, 2010
Purpose of Contract (Brief Description): Provide kitchen exhaust hood cleaning and repairs for District wide schools and buildings		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	<div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div> 4 3 2 1	Provides solutions to problems and performs quality workmanship
Timeliness of Delivery or Performance	<div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div> 4 3 2 1	Very quick to respond
Business Relations	<div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div> 4 3 2 1	Good customer service, easy to contact
Customer Satisfaction	<div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div> 4 3 2 1	Had no problems or complaints with the customers
Cost Control	5 <div style="border: 1px solid black; padding: 2px; display: inline-block;">4</div> 3 2 1	Met all performance requirements; Minor problems; Effective corrective actions
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"/>		





# BOARD RESOLUTION

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-38

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 05-13-10-12

Prior Year Cost \$17,800.00

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

**SUBJECT:** To approve a contract renewal with Grease Masters, LLC to provide cleaning and repair of kitchen grease traps in select District schools and buildings beginning July 1, 2011 through June 30, 2012 at a cost not to exceed \$5,000.00 pending legal review and availability of funds.

**BACKGROUND:** The vendor will be responsible for providing all necessary labor, equipment and parts to perform kitchen grease trap cleaning services for select District kitchens in accordance with city ordinance 8472 and any other applicable local, state or federal regulations. This service will prevent drainage and sanitation problems and ensure the District's compliance with the City Health Department. This contract will be the third year of a four year agreement according to Request for Proposal #046-0809.

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: \$5,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$5,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600011976

Department: Operations

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 29, 2011
Dept / School: District Wide		Reported By: Tom Goodrich
Vendor: Grease Masters, LLC		Vendor #: 600011976
Contract # / P.O. #: 4500153061		Contract Name: Grease Trap Cleaning and Repairs
Contract Amount: \$ 6,500.00		Award Date: July 1, 2010
Purpose of Contract : Provide kitchen grease trap cleaning and repairs for District wide schools and buildings.		
<b>Performance Ratings:</b> 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)
<b>Quality of Goods / Services</b>	5 4 3 2 1	Provides solutions to problems and performs quality workmanship
<b>Timeliness of Delivery or Performance</b>	5 4 3 2 1	Very quick to respond
<b>Business Relations</b>	5 4 3 2 1	Good customer service, easy to contact
<b>Customer Satisfaction</b>	5 4 3 2 1	Had no problems or complaints with the customers
<b>Cost Control</b>	5 4 3 2 1	Met all performance requirements; Minor problems; Effective corrective actions
<b>Average Score</b>	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"/>		





# BOARD RESOLUTION

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item: 06-16-11-39

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 06-08-10-10

Prior Year Cost \$875,000.00

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

**SUBJECT:** To approve contract renewals with Cord Moving and Storage Company, Fry Wagner Moving and Storage and Brown Kortkamp Moving and Storage to provide moving, relocation and storage services beginning July 1, 2011 through June 30, 2012 for an amount not to exceed \$500,000.00, pending availability of funds and legal review.

**BACKGROUND:** With 70 schools open, 43 schools closed 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 closure; decommissioning of schools due to closure; inter-school moves (equipment from one school to another or from school to an event); storage moves (equipment or furniture to the warehouse); text book redistribution and/or storage; test delivery and pick up; library packing and real estate cleaning. The District has the option to renew three additional years beyond the original contract per RFP #026-0910. This is the first year renewal of a of the three year 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: \$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 #: Various

Department: Operations

Angela Banks, Budget Director

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 30, 2011
Dept / School: Operations/District Wide		Reported By: Roger L. CayCe and Yvonne Green
Vendor: Fry-Wagner Moving & Storage		Vendor #: 600013862
Contract # / P.O. #: 4500154502		Contract Name: Moving and Relocation Services
Contract Amount: \$ 325,000.00		Award Date: July 1, 2010
Purpose of Contract: Provide moving and relocation services for all District wide schools and buildings.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 <input checked="" type="checkbox"/> 4 3 2 1	
Timeliness of Delivery or Performance	5 <input checked="" type="checkbox"/> 4 3 2 1	
Business Relations	5 <input checked="" type="checkbox"/> 4 3 2 1	
Customer Satisfaction	5 <input checked="" type="checkbox"/> 4 3 2 1	
Cost Control	5 <input checked="" type="checkbox"/> 4 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

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 30, 2011
Dept / School: Operations/District Wide		Reported By: Roger L. CayCe and Yvonne Green
Vendor: Brown-Kortkamp Moving & Storage		Vendor #: 600005864
Contract # / P.O. #: 4500149603		Contract Name: Moving and Relocation Services
Contract Amount: \$ 100,000.00		Award Date: July 1, 2010
Purpose of Contract: Provide moving and relocation services for all District wide schools and buildings.		
<b>Performance Ratings:</b> 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		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 <input checked="" type="checkbox"/> 4 3 2 1	
Timeliness of Delivery or Performance	5 <input checked="" type="checkbox"/> 4 3 2 1	
Business Relations	5 <input checked="" type="checkbox"/> 4 3 2 1	
Customer Satisfaction	5 <input checked="" type="checkbox"/> 4 3 2 1	
Cost Control	5 <input checked="" type="checkbox"/> 4 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

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: March 30, 2011
Dept / School: Operations/District Wide		Reported By: Roger L. CayCe and Yvonne Green
Vendor: Cord Moving & Storage		Vendor #: 600005914
Contract # / P.O. #: 4500153060		Contract Name: Moving and Relocation Services
Contract Amount: \$ 450,000.00		Award Date: July 1, 2010
Purpose of Contract: Provide roofing inspections, repair and replacement services for all District wide schools and buildings.		
<b>Performance Ratings:</b> 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	Provides solutions to problems and performs quality workmanship with some minor problems
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 minor problems or complaints with the customers
Cost Control	5 <input checked="" type="checkbox"/> 4 3 2 1	Met all performance requirements; Minor problems; 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"/>		





## BOARD RESOLUTION

Date: May 19, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Enos Moss, CFO/Treasurer

Agenda Item :

06-16-11-40

Information: ☐

Action: ☒

Action to be Approved: Financial Reports

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

**SUBJECT:** To request approval of the FY2011-2012 General Operating and Non-General Operating Budgets.

**BACKGROUND:** The FY2011-2012 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: Enos Moss

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer



Mary M. Houlihan, Dep. Supt., Operations

  
Dr. Kelvin R. Adams, Superintendent

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## BOARD RESOLUTION

Date: May 24, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Enos Moss, CFO/Treasurer

Agenda Item :

06-16-11-41

Information: ☐

Action: ☒

Action to be Approved: Policy Adoption/Change

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

AMENDED – 5/24/11

**SUBJECT:** To approve the adoption of the policy related to the Governmental Accounting Standards Board (GASB) Statement 54 - "Fund Balance Reporting and Governmental Fund Type Definitions" for the financial statements beginning with the fiscal year ending June 30, 2011.

**BACKGROUND:** GASB Statement 54 is intended to improve the usefulness of the amount reported in fund balances by providing more structured classifications. This Statement applies to fund balances reported in the General Fund, Teachers Fund, Debt Service Fund, Capital Projects Funds and other Governmental funds.

Accountability Plan Goals: Goal V: Governance

Objective/Strategy: V.B.

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: Fiscal Control

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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*Special Administrative Board*

*Saint Louis Public Schools*

May 5, 2011

Agenda Item:	Resolution Committing Fund Balance in Accordance with GASB 54 including designations thereto
Administrator Responsible:	Enos Moss, CFO & Treasurer
Attachments:	GASB 54 Resolution Governmental Funds Balance Sheet GASB 54 Hierarchy
<u>  X  </u> Action Needed <u>  X  </u> For Discussion <u>      </u> Information Other: <u>      </u>	

**Background Information:**

The Governmental Accounting Standards Board (GASB) released Statement 54 -"Fund Balance Reporting and Governmental Fund Type Definitions" on March 11, 2009 which is effective for fiscal year ending June 30, 2011. This new Statement is intended to improve the usefulness of the amount reported in fund balances by providing more structured classifications. This Statement applies to fund balances reported in the General Fund, Teachers Fund, Debt Service Fund, Capital Projects Funds and Other Governmental Funds. This Statement does not apply to Internal Service, Fiduciary, and Proprietary Funds.

Currently fund balance is classified as "reserved" or "unreserved." Unreserved fund balance may be further allocated into designated and undesignated. GASB 54 will change how fund balance is reported. The hierarchy of five possible GASB 54 classifications is as follows:

- **Non-spendable Fund balance** includes amounts not in spendable form, such as inventory, or prepaids, or amounts required to be maintained intact legally or contractually (principal balance of endowment).
- **Restricted Fund Balance** includes amounts constrained for a specific purpose by external parties (e.g. Debt Service, Capital Projects, State and Federal Grant Funds) and amounts imposed by law through constitutional provisions or enabling legislation (must be legally enforceable).
- **Committed Fund Balance** includes amounts constrained for a specific purpose by a government using its highest level of decision making authority.
- **Assigned Fund Balance** includes general fund amounts constrained for a specific purpose by a governing board or by a committee or official that has been delegated authority from the governing body to assign amounts. For all funds other than the general fund, the residual balance is assigned.
- **Unassigned Fund Balance** is the residual fund balance for the general fund.

In addition, governments will be required to disclose more information in the notes to the financial statements regarding fund balance as follows:



- Description of policy, authority and actions that lead to committed or assigned fund balance
- Government's policy regarding order in which restricted, committed, assigned, and unassigned amounts are spent (contained in attached resolution) when more than one class is available for a given purpose
- Description of formally adopted minimum fund balance policies (contained in attached resolution)
- The purpose of each major special revenue fund
- Encumbrances, if significant

**Administrative Recommendation:**

It is recommended that the Special Administrative Board approve the resolution regarding fund balances in accordance with GASB 54 regulations as attached.

**Saint Louis Public Schools  
Resolution of the Special Administrative Board  
Establishing Fund Balance Policies as required by GASB 54**

**WHEREAS**, the Governmental Accounting Standards Board ("GASB") has adopted Statement 54 ("GASB 54"), a new standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010, and

**WHEREAS**, Saint Louis Public Schools elects to implement GASB 54 requirements, and to apply such requirements to its financial statements beginning with the current July 1, 2010 - June 30, 2011 fiscal year; and

**NOW THEREFORE BE IT RESOLVED THAT** Saint Louis Public Schools hereby adopts the following policy:

**FUND BALANCE POLICY**

Fund balance measures the net financial resources available to finance expenditures of future periods.

The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Special Administrative Board.

Fund Balance of the District may be committed for a specific source by resolution of the Special Administrative Board. Amendments or modifications of the committed fund balance must also be approved by formal action of the Special Administrative Board.

When it is appropriate for fund balance to be assigned, the Board delegates authority for assigning fund balance to the Saint Louis Public Schools Superintendent.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

The above Resolution is adopted this 26 day of May, 2011.

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**RICK SULLIVAN, CEO/PRESIDENT  
SPECIAL ADMINISTRATIVE BOARD OF THE  
TRANSITIONAL SCHOOL DISTRICT  
OF THE CITY OF ST. LOUIS**

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**RUTH LEWIS, BOARD SECRETARY  
SPECIAL ADMINISTRATIVE BOARD OF THE  
TRANSITIONAL SCHOOL DISTRICT  
OF THE CITY OF ST. LOUIS**





# Board Resolution

Date: May 13, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

Agenda Item: 06-16-11-42

Information: \_\_\_\_\_

Action: X

Action to be Approved:

X Financial Report Approval

Other Transaction Descriptors: \_\_\_\_\_

## SUBJECT:

Monthly Board Transaction Report for April 2011.

## BACKGROUND:

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.

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

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Fund Source: - - - -

Amount:

Requisition #:

Cost not to Exceed: \$ -

☐ Pending Funding Availability Vendor #:

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

110-INcidental

1	SAP Hierarchy Doc #:	0501789826			
	SAP Entry Doc #:	0501789788			
	From:	110-2331	-	815-00-110	- 6386
	To:	110-2331	-	815-00-110	- 6383
	Control No:	B1011-2106			
	From Amount:			1,100.00-	
	To Amount:			1,100.00	
	Text:	To provide funds for Paula Knight to attend the International Reading Association Conference from May 8, 2011 - May 10, 2011 in Orlando, Florida.			
					1,100.00-
					1,100.00
2	SAP Hierarchy Doc #:	0501789719			
	SAP Entry Doc #:	0501789681			
	From:	110-2411	-	698-00-110	- 6411
	To:	110-2411	-	698-00-110	- 6383
	Control No:	B1011-1997			
	From Amount:			126.00-	
	To Amount:			126.00	
	Text:	Reallocating budget to reimburse JoAnne Reese's additional travel costs. Ms. Reese traveled to the ASCD Annual Conference in San Francisco, California from March 26-28, 2011.			
					126.00-
					126.00
3	SAP Hierarchy Doc #:	0501789770			
	SAP Entry Doc #:	0501789732			
	From:	110-2828	-	981-00-110	- 6411
	To:	110-2828	-	981-00-110	- 6319
	Control No:	B1011-2049			
	From Amount:			50,000.00-	
	To Amount:			50,000.00	
	Text:	To cover charges for Belcan Corporation Consultant Technology Contract through 6/30/2011. KM 4/11/2011.			
					50,000.00-
					50,000.00

AS OF 05-04-2011

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 04-01-2011 - 04-30-2011  
Fiscal Year: 2010 - 2011

120-INCIDENTAL

1 SAP Hierarchy Doc #: 0501789821  
SAP Entry Doc #: 0501789783

From:	110-2218	- 847-00-110	- 6411	1,600.00-
To:	120-2213	- 847-00-120	- 6143	1,600.00

Control No: B1011-2100

From Amount:	1,600.00-
To Amount:	1,600.00

Text: Reallocating \$1,600.00 of budget to offset Mathematicians in Residence payroll expenses incorrectly charged. Processing this transfer allows expenses to be moved and grant to be closed out.

2 SAP Hierarchy Doc #: 0501789878  
SAP Entry Doc #: 0501789840

From:	110-2331	- 825-00-110	- 6383	500.00-
To:	120-2331	- 825-55-120	- 6143	500.00

Control No: B1011-2164

From Amount:	500.00-
To Amount:	500.00

Text: Reallocating \$500.00 from Travel & Conferences to Extra Service.

AS OF 05-04-2011

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 04-01-2011 - 04-30-2011  
Fiscal Year: 2010 - 2011

251-ADULT BASIC ED 10-11

1 SAP Hierarchy Doc #: 0501789864  
SAP Entry Doc #: 0501789826

From:	251-1394	- 826-KZ-251	- 6112	58,348.65-
	251-1394	- 826-KZ-251	- 6211	8,888.04-
	251-1394	- 826-KZ-251	- 6241	4,936.01-
	251-1394	- 826-KZ-251	- 6231	4,463.67-
	251-1394	- 826-KZ-251	- 6261	1,633.76-
	251-1394	- 826-KZ-251	- 6245	321.92-
	251-1394	- 826-KZ-251	- 6246	229.16-
	251-1394	- 826-KZ-251	- 6242	180.45-
	251-1394	- 826-KZ-251	- 6243	104.84-
	251-1394	- 826-KZ-251	- 6244	13.49-
	251-1394	- 826-KZ-251	- 6411	11,883.30
	251-1394	- 826-KZ-251	- 6443	67,236.69

To:

Control No: B1011-2141

From Amount:

79,119.99-

To Amount:

79,119.99

Text: Transfer funds for salaries and fringes budgeted but not needed to be used for CTE desktops and supplies. 4.15.11

ST. LOUIS BOARD OF EDUCATION  
Monthly Budget Report  
Dates: 04-01-2011 - 04-30-2011  
Fiscal Year: 2010 - 2011

621-TITLE VI 98-99

1 SAP Hierarchy Doc #: 0501789917  
SAP Entry Doc #: 0501789879

From:	621-1177	- 814-AD-621	- 6371	473,055.20-
To:	621-2214	- 859-YJ-621	- 6312	473,055.20

Control No: B1011-2204

From Amount: 473,055.20-

To Amount: 473,055.20

Text: Transfer funds to support Title II non-public set-aside.







# Board Resolution

Date: May 17, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

Agenda Item: 06-16-11-43

Information: \_\_\_\_\_

Action: X

## Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X Insurance Policy Renewal**  
**Previous Board Resolution 04-29-10-13**  
**Prior Year Cost \$ 169,465.00**

## 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, 2011 through June 30, 2012 at a cost not to exceed \$141,067.00.

## BACKGROUND:

Through our insurance broker, Marsh USA, quotes were requested from five insurance carriers who write School Board Management Liability coverage. Three of the insurance carriers declined to quote. The other carrier, Chartis, provided a quote with a much higher deductible (\$250,000), but could not quote the current deductible (\$75,000).

After negotiations, State National Insurance (HISCOX) has provided renewal terms that include a premium reduction and an improvement in the some of the policy terms.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.

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

Fund Source: 970 - 00 - 110 - 2514 - 6353

GOB

Requisition #:

Amount: \$ 141,067.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:


Amount:

Cost not to Exceed: \$ 141,067.00 ☒

Pending Funding Availability Vendor #: 600002438

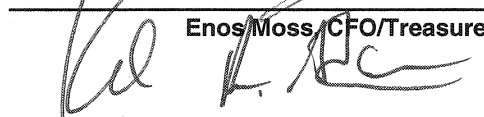
Department: Risk Management

Requestor: Kevin Coyne

  
 Angela Banks, Budget Director

  
 Enos Moss, CFO/Treasurer

  
 Mary M. Houlihan, Dep. Supt., Operations

  
 Dr. Kelvin R. Adams, Superintendent

# St. Louis Public School District

FINPRO

## FINPRO Insurance Proposal

May 9, 2011

### D&O/EPL

7/1/2011 to 7/1/2012

#### Expiring Policy

Insurer: **Hiscox (A XI)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$145,214</b>	<b>15.00%</b>

<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$75,000	D&O (Side B)	05/01/09 D&O (Side B)
\$75,000	Entity (Side C)	05/01/09 Entity (Side C)
\$75,000	EPL	05/01/09 EPL
\$200,000	Mass Class Action	
\$75,000	3rd Party EPL	05/01/09 3rd Party EPL

### Quotes

Insurer: **Hiscox (A XI)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$141,067</b>	<b>15.00%</b>

<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$75,000	D&O (Side B)	05/01/09 D&O (Side B)
\$75,000	Entity (Side C)	05/01/09 Entity (Side C)
\$75,000	EPL	05/01/09 EPL
\$200,000	Mass Class Action	
\$75,000	3rd Party EPL	05/01/09 3rd Party EPL

Insurer: **Chartis (A XV)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$79,068</b>	<b>14.00%</b>

<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$1,000,000	D&O (Side B)	
\$1,000,000	Entity (Side C)	
\$1,000,000	EPL	
\$1,000,000	Mass Class Action	
\$1,000,000	3rd Party EPL	

Insurer: **Chartis (A XV)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$91,042</b>	<b>14.00%</b>

<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$500,000	D&O (Side B)	
\$500,000	Entity (Side C)	
\$500,000	EPL	
\$500,000	Mass Class Action	
\$500,000	3rd Party EPL	

# St. Louis Public School District

FINPRO

## FINPRO Insurance Proposal

May 9, 2011

### D&O/EPL

7/1/2011 to 7/1/2012

### Quotes

Insurer: **Chartis (A XV)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$109,223</b>	<b>14.00%</b>
<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$250,000	D&O (Side B)	
\$250,000	Entity (Side C)	
\$250,000	EPL	
\$250,000	Mass Class Action	
\$250,000	3rd Party EPL	

Insurer: **Hiscox (A XI)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$88,770</b>	<b>15.00%</b>
<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$500,000	D&O (Side B)	05/01/09 D&O (Side B)
\$500,000	Entity (Side C)	05/01/09 Entity (Side C)
\$500,000	EPL	05/01/09 EPL
\$500,000	Mass Class Action	
\$500,000	3rd Party EPL	05/01/09 3rd Party EPL

Insurer: **Hiscox (A XI)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$101,716</b>	<b>15.00%</b>
<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$250,000	D&O (Side B)	05/01/09 D&O (Side B)
\$250,000	Entity (Side C)	05/01/09 Entity (Side C)
\$250,000	EPL	05/01/09 EPL
\$250,000	Mass Class Action	
\$250,000	3rd Party EPL	05/01/09 3rd Party EPL

Insurer: **Hiscox (A XI)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$5,000,000</b>	<b>\$117,364</b>	<b>15.00%</b>
<u>Deductible(s)/Retention(s)</u>		<u>Prior &amp; Pending Date(s)</u>
\$150,000	D&O (Side B)	05/01/09 D&O (Side B)
\$150,000	Entity (Side C)	05/01/09 Entity (Side C)
\$150,000	EPL	05/01/09 EPL
\$200,000	Mass Class Action	
\$150,000	3rd Party EPL	05/01/09 3rd Party EPL

### Declinations

# St. Louis Public School District

FINPRO

## FINPRO Insurance Proposal

May 9, 2011

**D&O/EPL**

**7/1/2011 to 7/1/2012**

**Declinations**

Insurer: **Hartford (A XV)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

Does Not Write This Class Of Business

Insurer: **OneBeacon (A XIII)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

Does Not Write This Class Of Business

Insurer: **Zurich (A+ XV)**  
Admitted

Limit of Liability	Premium	Comm Rate
<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>

Does Not Write This Class Of Business





# Board Resolution

Date: May 16, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Enos K. Moss, CFO/Treasurer

Agenda Item: 06-16-11-44

Information: \_\_\_\_\_

Action: X

## Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X Insurance Policy Renewal**  
Previous Board Resolution 06-24-10-12  
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 of the Bond would be for the period July 1, 2011 through June 30, 2012 at a cost not to exceed \$11,125.00. This Bond is continuous until cancelled and the rate has not changed in the last six years.

## 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 self-insurance program.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.

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

Fund Source: 970 - 00 - 170 - 2514 - 6261

GOB

Requisition #:

Amount: \$ 11,125.00

Fund Source: - - - - -

Requisition #:

Amount:

Fund Source: - - - - -

Requisition #:

Amount:

Cost not to Exceed: \$ 11,125.00

☒

Pending Funding Availability

Vendor #:

600002438

Department: Risk Management

Requestor: Kevin Coyne

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

## Excess Workers Compensation Bond

- The information provided below reflects the renewal in conjunction with the self insurers bond filed with the State of Missouri. There is no change in the pricing, terms, conditions, or limits. This bond is continuous in form.

□ Insurer: Travelers Casualty & Surety Company of America

Bond #: 051S103336357 BCM

Bond Amount: \$2,225,000 which is fully collateralized via LOC

Billing Period: July 1, 2011 – July 1, 2012

Premium: \$11,125

Bond Term: Continuous until cancelled







# BOARD RESOLUTION

Date: May 17, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 06-16-11-45

Information: ☐

Action: ☒

Action to be Approved: Contract

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

**SUBJECT:** To approve a contract with Stephen Warmack to serve as the principal of Clyde C. Miller High School at a cost not to exceed \$102,786.00 beginning July 25, 2011 through June 30, 2012.

**BACKGROUND:** The term of this Agreement shall be from July 25, 2011 through June 30, 2012, subject to termination earlier as provided herein. Throughout this term, Contractor shall devote Contractor's full time and best efforts to perform the duties of principal of Clyde C. Miller High School as hereinafter defined in a professional manner and shall not engage in any other activity in such a manner as to adversely affect the duties assigned to Contractor under this Agreement.

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: 117-00-110-2411-6319	GOB	Requisition #:
Amount: \$102,786.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$102,786.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Human Resources

Sharonica Hardin, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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Requisition #: \_\_\_\_\_

Vendor #: \_\_\_\_\_

CONSULTANT SERVICE AGREEMENT  
BETWEEN  
Special Administrative Board of the  
Transitional School District of the City of St. Louis  
AND  
"Stephen Warmack"

THIS CONSULTANT AGREEMENT ("Agreement") is made and entered into as of the 25th day of July, 2011 by and between the Special Administrative Board of the Transitional School District of the City of St. Louis (hereinafter "SLPS," "the District," or "SAB"), a school district organized and existing under the laws of the state of Missouri and "**Stephen Warmack**" (hereinafter "Consultant"). The taxpayer identification number, address, contact person, and telephone number for the Consultant is as follows:

Taxpayer Identification Number: 491-50-2631

Address: 531 Meadow Bridge, Ballwin, MO 63011

Contact Person: Stephen Warmack

Telephone Number: (314) 230-3087

**WHEREAS**, the District is in need of certain consulting services and has selected the Consultant to provide such services; and

**WHEREAS**, Consultant is willing to provide such services to the District; and

**WHEREAS**, the District and Consultant desire to memorialize the terms and conditions of their agreement;

**NOW, THEREFORE**, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the District and Consultant agree as follows:

1. **TERM:** The Consultant shall commence performance of this Agreement on the **25th Day of July, 2011**, and shall complete performance to the satisfaction of the District, as herein determined, no later than the **30 Day of June 2012**.
2. **SCOPE OF SERVICES:** The Consultant shall provide services described more fully in Attachment "A" Scope of Services attached hereto, incorporated herein, and made a part of this Agreement ("Scope of Services" or "Services").
3. **PERFORMANCE:** The Consultant agrees to perform the Services set forth herein in Attachment "A" in a competent and professional manner as determined by the District. The Consultant shall be and shall remain fully responsible for the quality and accuracy of Consultant's work. Neither acceptance of such work by the District, nor payment therefore shall relieve the Consultant of this responsibility

4. **COMPENSATION:** The District shall compensate the Consultant for the work outlined in the Scope of Services in the amount of \$ 102,786.00 upon full completion of services outlined in the scope of services.

No payment shall be made until the following requirements have been met:

	Requirement	SLPS Administrator
(a)	Evaluation of Consultant's performance by:	Sharonica Hardin
(b)	Satisfactory completion of work outlined in the Scope of services as determined and certified by:	Sharonica Hardin
(c)	Verification of the receipt of all documents produced by Consultant pursuant to the Scope of Services by:	Sharonica Hardin

5. **SUB-CONTRACTING:** The Consultant may not, without the approval of the District, subcontract any rights, responsibilities or obligations under this Agreement. Any subcontract without the express written consent of the District shall render the Agreement void at the election of the District.
6. **PERSONNEL:** The Consultant has the authority to secure at its own expense, all necessary personnel required to perform the services under this Agreement.
7. **SUBCONTRACTS:** The Consultant may not subcontract any portion of the services hereunder without the District's prior written consent. If a subcontractor is agreed to, the Consultant agrees that it will contract with the subcontractor under a separate written agreement, which shall contain a specific provision that said subcontractor shall be bound by the applicable terms and conditions of this Agreement. The Consultant shall be solely responsible to pay any subcontractors it utilizes under this Agreement and the Consultant understands that the District shall have no liability whatsoever relating to such payment. The Consultant assures the District that the Consultant will be responsible for the acts or omissions of said subcontractor and agrees to be liable consistent with the terms of Article 14., to the extent that any acts or omissions of the subcontractor relate to the performance of the services under this Agreement.

#### **8. RECORDS, ACCOUNTING, AND EVALUATIONS OF SERVICES**

- a. **Maintenance of Books and Records.** The Consultant will maintain complete and accurate books and records in accordance with recognized accounting practices and standards; such books and records will include, but not be limited to, records reflecting billing, payments, hours worked, and payroll. The Consultant understands that such records must be maintained for at least three (3) years after the termination or expiration of the Agreement. Upon receipt of written notice by the District, the Consultant shall allow the District access, during ordinary business hours, to the books and records relating to the services hereunder as may be reasonably required to verify services provided under this Agreement.
- b. **Right of Audit.** During the term of this Agreement and for three (3) years after its termination or expiration, the District shall have the right to conduct an audit, at its expense, of the relevant books and records during ordinary business hours to

inspect, audit, and copy the books and records. In the event that any audit reveals, whether during the term of this Agreement or during the three (3) years subsequent to its termination or expiration, a discrepancy in the amount billed to the District and the amount paid by the District, the Consultant shall remit the excess amounts paid to the District within forty-five (45) days of notice of discrepancy. The District or its authorized representative will have the right to audit the Consultant's performance under this Agreement.

- c. **Evaluations of Services Performed.** The Consultant agrees to submit evaluations of the program or services performed under this Agreement to the District at the end of the term. The District will use the evaluations to determine the effectiveness of the program or services contracted for under the Agreement. The District will also use the evaluations to make planning and continuation of service decisions.

## **9. CONFIDENTIALITY**

- a. **District Information.** The Consultant acknowledges that it shall now, and in the future may, have access to and contact with confidential information relating to ideas, strategies, plans, purposes, and/or agendas that the District may seek to advance. Any reports and information given to or generated by the Consultant hereunder, as well as the terms and conditions of this Agreement, shall also be considered confidential information. Both during the term of this Agreement and thereafter, the Consultant 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 District. The Consultant covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of the confidential information, but instead will use such information only for the purposes contemplated hereunder. Further, the Consultant covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. In no event, shall the Consultant be deemed a spokesman for the District in any manner for the purpose of disseminating any information hereunder.
- b. **Student Information.** The Consultant acknowledges that it shall now, and in the future may, have access to and contact with confidential information of students. Both during the term of this Agreement and thereafter, the Consultant 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 District. The Consultant covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Consultant covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Consultant covenants and agrees that any access to the confidential information of any student shall be in compliance with the Family Education Rights and Privacy Act ("FERPA").

- c. **Student Education/Medical Records.** The Consultant acknowledges that it shall now, and in the future may, have access to and contact with the education and/or medical records of students. Both during the term of this Agreement and thereafter, the Consultant 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 District. The Consultant covenants and agrees it will not knowingly use, directly or indirectly, for its own benefit, or for the benefit of another, any of said confidential information, but instead will use said information only for the purposes contemplated hereunder. Further, the Consultant covenants and agrees that it will not disclose any confidential information to any third party except as may be required in the course of performing services for the District hereunder or by law. Finally, the Consultant covenants and agrees that any access to the education records of any student shall be in compliance with FERPA and any access to the medical records of any student shall be in compliance with the Health Insurance Portability and Accountability Act of 1996.
- d. **Exceptions to Confidentiality Obligations.** Notwithstanding the foregoing, the Consultant's obligations of confidentiality will not include information which:
  - i. at the time of disclosure was in the public domain;
  - ii. after such disclosure, immediately becomes generally available to the public other than through any act or omission of the Consultant or its Personnel; and
  - iii. is required to be disclosed by a court of competent jurisdiction, provided that prior written notice of such disclosure is furnished to the District in a timely manner in order to afford the District the opportunity to seek a protective order against such disclosure and the disclosure is strictly limited to the information that the court requires.
- e. **Remedies for Disclosure.** The Consultant understands and agrees that any unauthorized disclosure or use of any confidential information as provided under this article may result in the District seeking injunctive relief. The Consultant agrees to give prompt notice to the District of any unauthorized disclosure, use, or misappropriation of any confidential information and take all steps as requested by the District to limit, stop, or otherwise remedy the disclosure, use, or misappropriation of any confidential information. All steps taken by the Consultant relating to remedy shall be at its sole expense.
- f. **Return of Confidential Information.** After expiration or termination of this Agreement, the Consultant must return all confidential information given to or generated by the Consultant hereunder within five (5) days of the District's written request. The Consultant agrees that it will comply with the District's instructions regarding the return or disposition of its confidential information, including any copies or reproductions.

10. **INDEMNIFICATION** Consultant agrees to indemnify and hold harmless the District and the District's officers, directors, servants, employees, and agents from and against any and all liabilities, losses, damages, costs, and expenses of any kind (including

without limitation, reasonable legal fees and expenses) which may be suffered by, incurred by or threatened against the District or any officers, directors, servants, employees, or agents of the District on account of or resulting from injury, or claim of injury to person or property (including but not limited to consultant and/or its agents) arising out of the operation of the program operated by Consultant under this Agreement or arising out of this Agreement in any manner, including but not limited to the breach or failure to perform any term, covenant, condition or agreement herein provided to be performed by Consultant. This provision shall survive termination or expiration of the Agreement.

11. **WARRANTY FOR SERVICES** Consultant warrants and represents to the District that Consultant possesses the background, experience, expertise and qualifications to undertake and to carry out the Services. Consultant further warrants and represents that the Services will be performed in a professional, good, thorough and workmanlike manner, and consistent with accepted industry standards.
12. **REMEDIES FOR UNSATISFACTORY SERVICES** In the event Consultant fails to provide the Services consistent with the warranties and representations set forth in Section 8 above, the District at its option, may: (a) require Consultant to reperform the unsatisfactory Services at no cost to the District; (b) refuse to pay Consultant for Services, unless and until Services are corrected and performed satisfactorily; (c) require Consultant to reimburse the District for all amounts paid for such unsatisfactory Services; and/or (d) proceed with, and assert, any and all remedies available at law. The foregoing options and remedies available to the District shall be deemed mutual and severable, and not exclusive.
13. **TERMINATION**
  - a. **Termination without Cause.** The District may terminate this Agreement without cause by giving written notice of the intent to terminate. In the event that such written Notice of Intent to Terminate is provided, termination of this Agreement shall become effective thirty (30) days from the date set forth in the Notice of Intent to Terminate. The Consultant will cease work on said termination date and take all reasonable actions to minimize any expenses. The Consultant will be compensated for those services provided through the date of termination and any approved related expenses within sixty (60) days of receipt of a properly submitted invoice.
  - b. **Termination with Cause.** Either party reserves the right to terminate this Agreement immediately if the other party fails to comply with any terms or conditions of this Agreement and such failure continues for ten (10) days following receipt of written notice from the objecting party. In the event that this Agreement is terminated under this Article, the rights and remedies of either party provided under this Agreement shall not be exclusive and are in addition to any other rights and remedies which either party may be entitled to pursue in the event of a breach of this Agreement as provided by law or under the terms and conditions of this Agreement. The Consultant will be compensated for only those services satisfactorily provided through cure date end.



- c. **Effect of Termination on the Parties Obligations.** Upon termination of this Agreement for any reason, the parties shall have no further obligations under this Agreement, except as expressly set forth in this Agreement.
- d. **Return of Documentation.** Upon the expiration or termination of this Agreement, the Consultant shall, at the option of the District, deliver all finished or unfinished documents, data, studies, reports, and like documents generated by the Consultant hereunder.

- 14. **GOVERNING LAW – JURISDICTION** This Agreement shall be governed, construed and interpreted under Missouri law, and shall be deemed to be executed and performed in the City of St. Louis, Missouri. Any legal action relating to this Agreement shall be governed by the laws of the State of Missouri, and the parties agree to the exclusive exercise of jurisdiction and venue over them by a court of competent jurisdiction located in the City of St. Louis, Missouri. The parties expressly agree that no action concerning this Agreement, or an alleged breach thereof, may be commenced anywhere but the City of St. Louis, Missouri.
- 15. **REPORTING** During the term of this Agreement, Consultant shall report to, and confer with, the District's **administrator, Sharonica Hardin** and/or her designee on regular basis, and as may be reasonably requested, concerning the Services performed by Consultant and issues related to the Services. Consultant also agrees to meet and confer with other District administrators, officers and employees as directed or as may be necessary or appropriate.
- 16. **E-VERIFICATION** Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify) as set out in **ATTACHMENT B**. Compliance with provision requires completion of **ATTACHMENT C**.
- 17. **ASSIGNMENT** This Agreement may not be assigned by Consultant without the prior written authorization of the District, which authorization the District may withhold in its sole discretion.
- 18. **ENTIRE AGREEMENT** This Agreement contains the complete agreement between the parties and shall, as of the effective date hereof, supercede all other agreements between the parties relating to the subject matter of this Agreement. The parties stipulate that neither of them has made any representation with respect to the subject matter of this Agreement or the execution and delivery hereof except such representations as are specifically set forth herein. All agreements not expressly set forth herein are null and void. Each of the parties hereto acknowledges that they have relied on their own independent judgment in entering into this Agreement and have had the opportunity to consult legal counsel.
- 19. **MODIFICATION** No waiver or modification of this Agreement or of any covenant, condition or limitation herein contained shall be valid unless in writing and executed by authorized representatives of both parties, and no evidence of any waiver or modification

shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties hereto arising out of or affecting this Agreement, or the rights or obligations of the parties hereunder, unless such waiver or modification is in writing and duly executed by authorized representatives of both parties

20. **NOTICE** Any notice required or permitted pursuant to this Agreement shall be deemed to have been given when delivered in person or sent postage prepaid via certified mail return receipt requested or via a nationally recognized overnight courier service and addressed:

To the District:                      The Special Administrative Board of the Transitional  
School District of the City of St. Louis  
801 North 11<sup>th</sup> Street  
St. Louis, MO 63101  
Attn: Superintendent-Legal Notice Enclosed

To Consultant:                      Stephen Warmack  
531 Meadow Bridge  
Ballwin, MO 63011  
Legal Notice Enclosed

If such notice is sent by first class or express mail, it shall be deemed to have been given to the person entitled thereto three (3) days after deposit in the United States mail, or if by Federal Express or the overnight courier service, the day after delivery to such service, for delivery to that person.

21. **WAIVER** No failure on the part of either party at any time to require the performance by the other party of any term hereof shall be taken or held to be a waiver of such term or in any way affect such party's right to enforce such term, and no waiver on the part of either party of any term hereof shall be taken or held to be a waiver of any other term hereof or a breach thereof.
22. **SEVERABILITY** If any clause or provision of this Agreement is illegal, invalid or unenforceable under present or future laws effective during the term of this Agreement, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.
23. **HEADINGS** The section headings in this Agreement are intended for convenience of reference and will not affect its interpretation.
24. **COUNTERPARTS** The Agreement may be executed in two or more counterparts, each of which shall be deemed an original.
25. **BINDING EFFECT** The Agreement shall not be binding and effective unless and until it is duly and fully executed by both parties. This Agreement shall inure to the benefit of and be binding upon the successors and permitted assigns of the respective parties.

a. **Special Administrative Board Approval.** It may be necessary to obtain the approval of the Special Administrative Board (hereinafter "SAB" or "Board") for

this Agreement. If so, the Consultant understands and agrees that the obligations of the District are conditioned upon, and subject to, such approval. The District will promptly notify the Consultant of the approval or disapproval of the SAB. The Consultant understands that the District shall not be obligated to compensate it for any services provided prior to approval by the SAB and performance of such services hereunder shall be at the sole risk and liability of the Consultant. In the event of non-approval, the Agreement will not become effective and neither party will have any obligations to the other party arising out of the Agreement.

- b. **Executed Agreement.** This Agreement will not become effective unless and until an understanding is reached between the parties and the Agreement has been fully-executed. The Consultant understands and agrees that the obligations of the District are conditioned upon, and subject to, such execution. The Consultant understands that the District shall not be obligated to compensate it for any services provided prior to the execution of this Agreement and performance of such services hereunder shall be at the sole risk and liability of the Consultant.

26. **RIGHTS CUMULATIVE** All the rights and remedies of each party hereunder or pursuant to present or future law shall be deemed to be separate, distinct and cumulative, and no one or more of them, whether exercised or not, or any mention of or reference to any one or more of them herein, shall be deemed to be an exclusion or a waiver of any of the others, or of any of the rights or remedies which such party may have, whether by present or future law or pursuant hereto, and each party shall have, to the fullest extent permitted by law, the right to enforce any rights or remedies separately and to take any lawful action or proceedings to exercise or enforce any right or other remedy without thereby waiving or being barred or stopped from exercising and enforcing any other rights and remedies by appropriate action or proceedings.
27. **CONSULTANT REPRESENTATIONS** Consultant acknowledges and represents that (i) Consultant is legally authorized to transact business in the State of Missouri and to provide the Services required hereunder (ii) the entering into this Agreement has been duly approved by the Consultant, (iii) the undersigned is duly authorized to execute this Agreement on behalf of Consultant and to bind Consultant to the terms hereof, and (iv) Consultant will comply with all State, Federal and local statutes, regulations and ordinances, including civil rights and employment laws, and agrees not to discriminate against any employee or applicant for employment or in the provision of Services on the basis of race, color, national origin, sex, sexual orientation, age or disability. Consultant also agrees to abide by all applicable District policies and regulations.
28. **INDEPENDENT CONTRACTOR** The District and Consultant agree that Consultant will act for all purposes as an independent contractor and not as an employee, in the performance of Consultant's duties under this Agreement. Accordingly, Consultant shall be responsible for payment of all taxes, including federal, state and local taxes arising out of Consultant's services in accordance with this Agreement, including by way of illustration but not limitation, federal and state income tax, Social Security tax, unemployment insurance taxes, and any other taxes. In addition, Consultant's employees shall not be entitled to any vacation, insurance, health, welfare, or other fringe benefits provided by the District. Consultant shall have no authority to assume or incur any obligation or responsibility, or make any warranty for, on behalf of the District, or to attempt to bind the District except with prior written authorization from the Board.

Consultant shall pay all costs of conducting its activities hereunder, including all compensation to employees of Consultant.

## **29. CONSULTANT'S PERSONNEL**

- a. Assignment of the Consultant's Personnel.** The Consultant will employ and assign qualified Personnel to the District's account in a sufficient number in order to provide and successfully complete the services in accordance to the Term under Article 2.1. The Consultant will provide the District with a continuously updated list of all its Personnel assigned to the District and qualifications of such Personnel will be provided without charge to the District within three (3) days of written request.
- b. Control of Personnel and Work.** The Consultant understands and agrees that it is solely obligated to and responsible for the selection, qualification, performance, workmanship, quality of services, licensing, and compliance with the terms and conditions hereunder for all Personnel providing services relevant to this Agreement and that it shall have sole control over the means and details of performing the services, which shall be consistent with the District's intent hereunder. The Consultant shall use its best efforts, care, and diligence in the administration and performance of services hereunder. The Consultant ensures the District that it will properly supervise all Personnel during the performance of services and/or while any Personnel is on District property.
- c. Cooperation.** During the performance of its services, the Consultant shall cooperate with the District and its employees, shall not interfere with the conduct of the District's business, and shall observe all District policies and procedures, as well as all rules, regulations, and security requirements concerning the safety of persons and property.
- d. Background Checks.** All Personnel providing services under this Agreement that may in any way come into contact with students must undergo background checks consistent with those used by the District 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 Consultant and the District shall not be liable for such cost under any circumstance. The Consultant assures the District that the Consultant agrees to remove or not hire for the District's account any Personnel who have any Department of Family Services claims: a) that would raise concerns about inappropriate behavior with children; b) where a criminal offense has been committed that would raise concerns about inappropriate behavior with children; c) where there has been a conviction for any sex-related offense or any other offense indicating a lack of acceptable moral character for associating with children; d) where there has been a determination of any physical and/or mental abuse of children; and/or e) where there has been termination for cause due to inappropriate behavior with children in any project, program, and/or location of services of the Consultant. The District will receive notice of any Personnel so removed or terminated. The Consultant will select, hire, and train replacement Personnel within fifteen (15) days of a vacancy on the District's account, all without any additional cost to the District. Within three (3) days of a written

request by the District, the Consultant agrees to provide written confirmation that the background checks on all Personnel hereunder reflected no negative findings and said Personnel passed the background checks and are, therefore, eligible to provide services under this Agreement.

e. **Removal of the Consultant's Personnel.** If the District determines that any of the Consultant's Personnel is not providing satisfactory service, or if any issues of behavior or inappropriate conduct or similar concerns occur, the District shall notify the Consultant in writing and the Consultant shall remove that individual from the District's account. The Consultant will be compensated for any services satisfactorily performed by the removed individual and any expenses as approved by the District, up to and including the date that the Consultant receives the District's written notice. The Consultant will not be compensated for any expenses associated with replacing the individual. The Consultant will select, hire, and train replacement personnel within fifteen (15) days of a vacancy on the District's account.

30. **OWNERSHIP OF COMPLETED SERVICES** Full and exclusive rights and ownership in the Services, including all deliverables, and all materials or information arising from this Agreement, and in any and all related letters, patents, trademarks, copyrights, trade secrets, confidential information or any other proprietary rights, intangible property or work product, that are delivered, produced or created in connection with Consultant Services under this Agreement shall vest in and are hereby assigned to the District. Except as provided in this Agreement, Consultant shall retain no right, ownership or title in the Services including all deliverables and all materials or information arising from this Agreement, or any related letters, patents, trademarks, copyrights, trade secrets, confidential information or any other proprietary rights, intangible property or work product. Consultant acknowledges that any copyrightable works prepared by Consultant under this Agreement shall be deemed works for hire under the copyright laws, it being the intent of this Agreement to vest full and exclusive ownership rights in the District, including, but not limited to the exclusive right to prepare derivative works. The Services and all such rights belong to the District for whatever use it desires, and nothing contained herein shall be deemed to constitute a license or franchise in the District.

31. **INFRINGEMENT** Consultant warrants to the District that Consultant, in connection with performing the Services, will not infringe any patent, trademark, copyright, trade secrets, confidential information or any other proprietary right of any person. Consultant further represents and warrants to the District that neither Consultant or any company or individual performing services pursuant to this Agreement is under any obligation to assign or give any work done under Agreement to any third party.

32. **USE OF DATA / INFORMATION** Information and other data developed or acquired by or furnished to Consultant in the performance of this Agreement shall remain the District's property and shall be used only in connection with the Services provided to the District.

33. **DEFINITION** For purposes of this Agreement, the term "person" shall mean any natural person, firm, association, partnership, corporation or other form of legal entity.

34. **AUTHORIZATION:** this Agreement is authorized by:

☐ **Board Resolution #** \_\_\_\_\_, attached hereto.

Or

☒ **Other.** Please describe and attach appropriate documentation

Or under \$5,000

☐ **Emergency Request**

35. **DELIVERABLES:** Please list the specific deliverables associated with this Agreement.

(See attached Scope of Services for Details)

IN WITNESS WHEREOF, the District and Consultant have executed this Agreement as of  
the day and year first written above.

**STEPHEN WARMACK  
531 MEADOW BRIDGE  
BALLWIN, MO 63011  
(314) 230-3087**

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

By: \_\_\_\_\_

Title: Consultant

Date: \_\_\_\_\_

Tax I.D. No \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTACHMENT A**

**SCOPE OF SERVICES**

☒ The Human Resources Division will engage the services of the aforementioned contractor to serve as Principal for Clyde C. Miller High School.

**PAYMENT SCHEDULE**

Upon completion of the scope of services and submission of invoices payment will be made within 60 days of the receipt of invoice.

**CONTRACT COSTS AND EXPENSES**  
**TO BE PAID BY DISTRICT**

The following is a list of the cost and expense that will be paid by the District under the terms of this agreement. Any cost or expense not specifically listed in the section are the responsibility of the Consultant.

**FOR OFFICE USE ONLY**

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Vendor# \_\_\_\_\_

Requisition# \_\_\_\_\_

Purchase Order # \_\_\_\_\_

Board Resolution# \_\_\_\_\_

ATTACHMENT B

**FEDERAL WORK AUTHORIZATION PROGRAM ("E-VERIFY") ADDENDUM**

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars (\$5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly, your company:

- a) agrees to have an authorized person execute the attached "Federal Work Authorization Program Affidavit" attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;
- b) affirms it is enrolled in the "E-Verify" (formerly known as "Basic Pilot") work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;
- c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;
- d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulations issued thereto;
- e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
- f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
- g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: \_\_\_\_\_ (signature)

Printed Name and Title: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_ (company name)



ATTACHMENT C

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, \_\_\_\_\_, being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.

2. I am employed by \_\_\_\_\_ (hereinafter "Company") and have authority to issue this affidavit on its behalf.

3. Company is enrolled in and participating in the United States E-Verify (formerly known as "Basic Pilot") federal work authorization program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.

4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT.

By: \_\_\_\_\_ (individual signature)

For \_\_\_\_\_ (company name)

Title: \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:





## BOARD RESOLUTION

Date: May 17, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item: 06-16-11-46

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 06-24-10-06

Prior Year Cost \$125,000.00

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

**SUBJECT:** To approve a contract renewal with Dr. Alice Roach to serve as the Chief of Staff at a cost not to exceed \$125,000.00 beginning July 1, 2011 through June 30, 2012.

**BACKGROUND:** The term of this Agreement shall be from July 1, 2011 through June 30, 2012, subject to termination earlier as provided herein. Throughout this term, Contractor shall devote Contractor's full time and best efforts to perform the duties of Chief of Staff as hereinafter defined in a professional manner and shall not engage in any other activity in such a manner as to adversely affect the duties assigned to Contractor under this Agreement.

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: 804-00-110-2321-6319	GOB	Requisition #:
Amount: \$125,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$125,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013254

Department: Human Resources

Sharonica Hardin, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

<b>Type of report:</b> Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		<b>Report Date:</b> 5/12/2011
<b>Dept / School:</b> Human Resources		<b>Reported By:</b> Sharonica Hardin
<b>Vendor:</b> Dr. Alice Roach		<b>Vendor #:</b> 600013254
<b>Contract # / P.O/ #:</b>		<b>Contract Name:</b> Chief of Staff
<b>Contract Amount:</b> \$125,000.00		<b>Award Date:</b> 6/24/10
<b>Purpose of Contract (Brief Description):</b> To serve as the Chief of Staff of SLPS.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	5 X	
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5 X	
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5 X	
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5 X	
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5 X	
	4	
	3	
	2	
	1	
<b>Average Score</b>	5.0	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 17, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 06-16-11-47  
Information: ☐  
Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-24-10-07

Prior Year Cost \$92,043.00

**SUBJECT:** To approve a contract renewal with John Windom to serve as the Executive Director of Community Education at a cost not to exceed \$92,043.00 beginning July 1, 2011 through June 30, 2012.

**BACKGROUND:** The term of this Agreement shall be from July 1, 2011 through June 30, 2012, subject to termination earlier as provided herein. Throughout this term, Contractor shall devote Contractor's full time and best efforts to perform the duties of Executive Director, Community Education as hereinafter defined in a professional manner and shall not engage in any other activity in such a manner as to adversely affect the duties assigned to Contractor under this Agreement.

Accountability Plan Goals: Goal IV: Parent Community Involvement

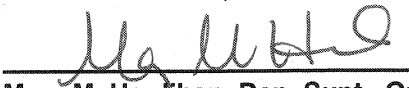
Objective/Strategy: IV.A.


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


Fund Source: 827-00-110-1665-6319	GOB	Requisition #:
Amount: \$92,043.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$92,043.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013272

Department: Human Resources

  
Sharonica Hardin, Chief Human Resource Officer

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5/12/2011	
Dept / School: Human Resources		Reported By: Sharonica Hardin	
Vendor: John Windom		Vendor #: 600013272	
Contract # / P.O/ #:		Contract Name: Executive Director of Community Education	
Contract Amount: \$92,043.00		Award Date: 6/24/10	
<b>Purpose of Contract (Brief Description): To serve as the Executive Director of Community Education.</b>			
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>	
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		
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.	
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**

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

### **Performance Categories Descriptions**

<b>Category</b>	<b>Description</b>
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	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
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	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 20, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 06-16-11-48

Information: ☐

Action: ☒

Action to be Approved: Memberships

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

Previous Board Resolution # 04-15-10-01

Prior Year Cost \$6,500.00

**SUBJECT:** To approve a membership renewal with the University of Missouri-Columbia (MU)/Missouri Partnership for Educational Renewal (MPER) and approve the membership fee beginning July 1, 2011 through June 30, 2012 in an amount not to exceed \$5,250.

**BACKGROUND:** Through this partnership, SLPS has benefited through the various 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 #: 600011475

Department: Human Resources

Requestor: Sharonica Hardin

Sharonica Hardin, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Coyne, Kevin

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**From:** Cox, Diane  
**Sent:** Friday, May 20, 2011 11:42 AM  
**To:** 'Nichols, Shawna L.'  
**Cc:** Coyne, Kevin; Hardin, Sharonica L.; Jackson, Anita M.  
**Subject:** RE: Membership amount

Thanks!

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**From:** Nichols, Shawna L. [<mailto:NicholsSL@missouri.edu>]  
**Sent:** Friday, May 20, 2011 11:40 AM  
**To:** Cox, Diane  
**Subject:** Membership amount

Membership dues for the MU Partnership for Educational Renewal (MPER) for St. Louis City School District will be \$5,250 for the 2011-2012 school year. Invoices will be mailed out July 1, 2011.

Sincerely,  
Shawna

*Shawna Lee Nichols*

Coordinator of Partner School Programs  
MU Partnership for Educational Renewal  
218 Townsend Hall, MU  
Columbia, MO 65211-2400  
573-884-1850 1-888-295-7902  
fax 573-884-2138  
[NicholsSL@missouri.edu](mailto:NicholsSL@missouri.edu)

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**From:** Cox, Diane [<mailto:Diane.Cox@slps.org>]  
**Sent:** Friday, May 20, 2011 11:36 AM  
**To:** Nichols, Shawna L.  
**Subject:** Membership amount  
**Importance:** High

Shawna,  
Could you please verify for me the MPER membership amount we need to pay for the 2011-2012 school year?  
Thanks,  
D>

M. Diane Cox, PhD  
Executive Director for School Improvement  
St. Louis Public Schools  
801 N. 11th St.  
St. Louis, Missouri 63101  
314-345-2324 - Office  
314-565-5884 - Cell





## BOARD RESOLUTION

Date: May 16, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 06-16-11-49

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 06-24-10-04

Prior Year Cost \$103,950

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

**SUBJECT:** 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 beginning July 1, 2011 through June 30, 2012 in an amount not to exceed \$103,950.

**BACKGROUND:** Through this partnership, SLPS has benefited through the variety of opportunities provided by MPER. The most positive fiscal opportunity in which we participate in is the MU Fellows Program, which results in a positive cash flow of approximately \$11,000 per site. There will be three buildings participating in the Fellows Program for the 2011-12 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: \$103,950.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$103,950.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600012170

Department: Human Resources

Requestor: Sharonica Hardin

Sharonica Hardin, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5/12/2011	
Dept / School: Human Resources		Reported By: Sharonica Hardin	
Vendor: University of Missouri-Columbia (MU)Missouri Partnership for Educational Reneral (MPER)		Vendor #: 600012170	
Contract # / P.O/ #:		Contract Name: Teaching Fellow Program	
Contract Amount: \$103,950.00		Award Date: 6/24/10	
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			
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>	
Quality of Goods / Services	5 X 4 3 2 1		
Timeliness of Delivery or Performance	5 X 4 3 2 1		
Business Relations	5 4 X 3 2 1		
Customer Satisfaction	5 X 4 3 2 1		
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

<b>Type of report</b>	Identify if this is a final report or a quarterly report (3 months)
<b>Report Date</b>	The date the report is prepared
<b>Department</b>	Indicate the name of the reporting department
<b>Reported By</b>	Please sign your name
<b>Vendor</b>	Enter the vendor's name
<b>Vendor Number</b>	Enter the vendor's assigned number
<b>Contract # / PO #</b>	Enter the assigned contract # or the purchase order # for the goods or services being reported
<b>Contract Name</b>	The official name used when the contract was solicited
<b>Contract Amount</b>	The total dollar value of the contract: the amount listed on the Board Resolution
<b>Award Date</b>	Enter the date that the Board approved this contract
<b>Contract Description</b>	Provide a brief description of the work being done under the contract
<b>Performance Ratings</b>	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 17, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 06-16-11-50

Information: ☐

Action: ☒

Action to be Approved: Policy Adoption/Change

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

**SUBJECT:** To revise and adopt policy 4841 to establish Tobacco Free campuses. This policy shall replace the existing policy 4841 and shall be effective on January 1, 2012 approximately 6 months after its adoption to afford adequate opportunity for employees to enter and complete cessation programs.

**BACKGROUND:** St. Louis Public Schools (SLPS) is committed to providing a safe, healthy, comfortable and productive work and learning environment for all students, faculty and staff. Research shows that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

**Policy -** SLPS strictly prohibits all smoking and other uses of tobacco products and the use of smokeless or vapor cigarettes within all SLPS buildings and on SLPS property, at all times. Smoking is prohibited on buses used solely to transport students to or from any place for educational purposes or any other vehicle approved by the superintendent to transport students.

**Scope -** This policy applies to all, including students, faculty, staff, temporary staff, contractors and visitors.

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

Department: Human Resources

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

Sharonica Hardin, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

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

**EMPLOYMENT REGULATION**

**Tobacco – Free Policy**

Regulation # 4841

## **SLPS Tobacco-Free Policy**

### **Introduction**

St. Louis Public Schools (SLPS) is committed to providing a safe, healthy, comfortable and productive work and learning environment for all students, faculty and staff. Research shows that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

### **Policy**

SLPS strictly prohibits all smoking and other uses of tobacco products and the use of smokeless or vapor cigarettes within all SLPS buildings and on SLPS property, at all times. Smoking is prohibited on buses used solely to transport students to or from any place for educational purposes or any other vehicle approved by the superintendent to transport students.

### **Scope**

This policy applies to all, including students, faculty, staff, temporary staff, contractors and visitors.

For the purpose of this policy, “tobacco” is defined to include, but not limited to, any lit or unlit cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product; and smokeless or spit tobacco, also known as dip, chew, snuff or snus in any form.

- The use, distribution, or sale of tobacco, including any smoking device, or carrying of any lit smoking instrument, on SLPS owned, leased or occupied facilities or at events on SLPS properties, or in SLPS-owned, rented or leased vehicles, is prohibited. This includes:
  - all campuses;
  - parking facilities and lots (including in personal vehicles);
  - SLPS buildings located near city/municipality owned sidewalks, within 20 feet of entryways or exits, near air intakes, or near fire/explosion hazards;
- If individuals within SLPS smoke or use tobacco products off SLPS properties, they are expected to be respectful of businesses neighboring SLPS campuses and properties. They should not loiter in front of homes, businesses or facilities near SLPS campuses or properties, and must discard tobacco products in appropriate receptacles.
- The free distribution of tobacco products on SLPS property is prohibited.
- No tobacco-related advertising or sponsorship shall be permitted on SLPS property, SLPS-sponsored events or in publications produced by the SLPS.

- Violations of this policy may result in disciplinary action up to and including immediate discharge.

## **Posting of Signs**

No smoking signs must be posted at the entrances of all buildings under the jurisdiction of the St. Louis Board of Education. The signs should include the international no-smoking symbol and the statement: "Smoking is Prohibited in All Facilities Under the Jurisdiction of the St. Louis Board of Education."

"No-smoking" signs should be posted within each facility at key locations (e.g., office areas in schools, conferences rooms, staff lounges). Building administrators and supervisory staff shall be responsible for ensuring that these signs are posted. Building and supervisory staff are encouraged to also display information materials designed to discourage the use of tobacco products.

## **Prevention Efforts**

Materials available from external agencies, such as American Lung Association and American Heart Association, which are prepared to inform people about the dangers of tobacco products, should be made available to employees. In addition, the District's will provide Smoking Cessation course through the American Lung Association.

## **Procedures**

It is the intent of the Board of Education that a positive and support approach be taken toward enforcement of the Tobacco Free Policy. Any conflict should be brought to the attention of the appropriate supervisor for resolution. In any dispute arising from the policy, the health concerns of non-smokers should be given preference.

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate discharge.

Our smoking policy is intended to comply with requirements of the City of St. Louis Ordinance.

## **Tobacco Cessations Programs**

SLPS recognizes that quitting tobacco use can be a significant personal challenge. It is the intent of the Board of Education that a positive and supportive approach be taken toward enforcement of the Tobacco Free Policy. To assist those who wish to quit smoking, SLPS shall publish and distribute a list of District sponsored and other sponsored programs designed to promote the cessation of smoking. Said list shall be published on the District website and hard copies and contact information shall be kept available in the Human Resources Department.

Date Adopted: May 26, 2011



ST. LOUIS BOARD OF EDUCATION POLICY

PERSONNEL

EMPLOYEE AND LABOR RELATIONS

Code of Ethics and Conduct

Use of Tobacco on Board Premises

The St. Louis Board of Education is dedicated to establishing and maintaining a safe, comfortable, and productive educational and work environment for its students and staff. Numerous studies have led the Surgeon General of the United States to conclude that smoking is the leading cause of premature death and disability in our country, and that exposure to involuntary smoking increases the non-smoker's risk of developing preventable lung and other diseases. In view of the serious health risks associated with tobacco smoke for both smokers and non-smokers, the St. Louis Board of Education designates the St. Louis Public Schools a "smoke-free" school system.

References:

Legal: Pro-Children Act of 2001;  
Mo. Rev. Stat. §191.775

Policy adopted: June 26, 1990

Revised: December 8, 1998

Revised: September 10, 2002







## BOARD RESOLUTION

Date: May 17, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 06-16-11-51

Information: ☐

Action: ☒

Action to be Approved: Policy Adoption/Change

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

**SUBJECT:** To revise and adopt policy 4221.0 on Civil Right Discrimination Grievance Procedure to incorporate recent Community Development Administration mandated requirements.

**BACKGROUND:** The Community Development Administration promulgated new grievance policy requirements for Operating Agencies in January of 2011. The new requirements have been mandated as part of its effort to reflect the new Federal Funding Accountability and Transparency Act (FFATA). The new policy requires reporting of all Civil Rights grievances related to the Operating Agency to be reported to the CDA within two working days and additional reporting of all grievances not resolved within fifteen working days.

Accountability Plan Goals: Goal V: Governance

Objective/Strategy: V.C.

**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: Human Resources

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

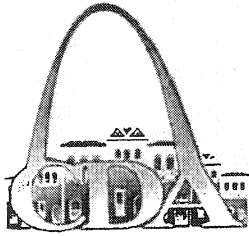
Dr. Kelvin R. Adams, Superintendent

Sharonica Hardin, Chief Human Resource Officer

Mary M. Houlihan, Dep. Supt., Operations

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City of St. Louis  
COMMUNITY DEVELOPMENT ADMINISTRATION

Francis G. Slay  
Mayor  
Barbara A. Geisman  
Executive Director for Development  
Jill Claybour  
Acting Executive Director

## MEMORANDUM

TO: Operating Agencies  
FROM: Alana Green, Community Development Supervisor  
SUBJECT: Policy Update: New Requirements Resulting in 2011 Contract Delays  
DATE: January 24, 2011  
CC: Jill Claybour, Acting Executive Director  
Program Monitors  
File

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The Community Development Administration ("CDA") has a fiduciary obligation to the U.S. Department of Housing and Urban Development ("HUD") for the administration of the Community Development Block Grant, HOME Investment Partnership, Neighborhood Stabilization and Lead Hazard Grant programs. In an effort to ensure that federal regulations governing these programs are followed, CDA must, from time to time, implement, update and/or clarify policies.

This memorandum is designed to provide guidance on new federal requirements, resulting in 2011 contract execution delays.

### **The Federal Financial Accountability and Transparency Act Requirements**

CDA is currently in the process of updating its contract language to reflect the new requirements of the Federal Funding Accountability and Transparency Act (FFATA). This legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single searchable website. Federal awards include grants, subgrants, loans, awards, cooperative agreements and other forms of financial assistance as well as contracts, subcontracts, purchase orders, task orders, and delivery orders. The purpose of this Act is to empower Americans by increasing transparency and accountability of federal spending.

Major provisions of the Federal Funding Accountability and Transparency Act (FFATA) went into effect on October 1, 2010. In order to ensure compliance with all applicable FFATA requirements, CDA is requiring that all Operating Agencies register in the Central Contractor Registration (CCR)

database at <http://www.ccr.gov>. This registration must be completed before your 2011 contracts can be executed.

### **Grievance Policy Requirement**

CDA is also updating its contract language to reflect a HUD imposed grievance procedures process. Accordingly, all Operating Agencies, as a part of the 2011 contract execution process, must develop and maintain a written grievance policy that incorporates due process standards and allows for prompt resolution of any complaints pertaining to this grant. The grievance policy should incorporate the following guidelines:

- a. Discrimination complaints may be filed when an applicant, participant, or registrant believes that he or she, or any specific class of individuals, has been or is being subjected to discrimination on the basis of race, color, religion, sex, national origin, age, disability, or political affiliation. Operating Agencies must forward all discrimination complaints to the CDA Executive Director within two (2) working days of the initial complaint.
- b. Program complaints may be filed when an applicant, participant, or registrant feels deprived of the benefits offered under the CDBG and/or HOME programs. These are complaints against the program and could represent potential violations of CDBG regulations. Operating Agencies shall make every reasonable effort to resolve any legitimate deficiencies identified by the complainant within fifteen (15) working days of the initial complaint. In the event that the Operating Agency cannot satisfactorily resolve the complaint in this time frame, it must forward the complaint to the CDA Executive Director within two (2) working days of the exhaustion of the remedies available to the Operating Agency in its grievance policy.

The grievance policy shall also include, but not be limited to, the following: response procedures, time frame, and staff person responsible for handling grievances.

If you have any questions about this information, please do not hesitate to call me at (314) 259-3495 or email me at [GreenA@stlouiscity.com](mailto:GreenA@stlouiscity.com). Thank you.

**SPECIAL ADMINISTRATIVE BOARD OF THE  
TRANSITIONAL SCHOOL DISTRICT OF THE CITY OF ST. LOUIS  
EMPLOYMENT REGULATION**

Regulation # 4121.1

**PERSONNEL**

**PERSONNEL POLICIES AND REGULATIONS – GOALS**

Civil and Legal Rights and Responsibilities

Grievance Procedures for Resolution of Employee Complaints Alleging Discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, disability, veterans status or political affiliation.

Any employee who believes that he or she is or has been discriminated against on the basis of his or her race, color, religion, gender, sexual orientation, national origin, disability, veterans status or political affiliation shall report such discrimination to the district's Human Resource Officer or Deputy Superintendent.

Title IX Claims

For complaints of sex discrimination under Title IX, the Deputy Superintendent shall notify the Title IX compliance officer of the receipt of the complaint on the day on which the complaint is received. The Deputy Superintendent, or his designee, shall then immediately investigate the alleged discriminatory practices and prepare a written report summarizing the investigation within five working days after the receipt of the complaint.

For complaints of sex discrimination under Title IX, if the Deputy Superintendent's, or his designee's, investigation is not complete within five working days after the receipt of the complaint, the Deputy Superintendent shall submit a report to the Title IX compliance officer indicating what portions of the investigation have been completed; what other actions must be taken in order to complete the investigation; and when the investigation will be completed.

Within one day after preparing the written report on the investigation of the alleged discriminatory practice, the Deputy Superintendent shall forward the report to the board's legal counsel, and for sex discrimination cases to the Title IX compliance officer, for review. The board's legal counsel, the Deputy Superintendent and the Title IX compliance officer shall then determine what action shall be taken to promptly and equitably resolve the complaint.

Other Discrimination Claims

For complaints of discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, disability, veteran's status or political affiliation, or for complaints of prohibited



retaliation (other than Title IX complaints), the affected employee should submit a written complaint to the district's Human Resource Officer as soon as possible after the discrimination or retaliation occurs. If the complaining employee is uncomfortable submitting the complaint to the Human Resource Officer, then the complaint should be submitted to the Deputy Superintendent or the Superintendent. Upon receipt of such a complaint, the Human Resource Officer, Deputy Superintendent, or Superintendent, or their designee shall promptly investigate such complaint, and, in consultation with the Board's legal counsel and the Superintendent, shall then determine what action shall be taken to promptly and equitably resolve the complaint.

#### Community Development Operating Agency Grievance Policy

For complaints of discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, disability, veteran's status or political affiliation or for complaints of prohibited retaliation (other than Title IX complaints), the District shall by and through the Executive Director of Community Education, forward said complaint to the Community Development Administration Executive Director within two (2) working days of the initial complaint. If the Executive Director of Community Education is implicated in the alleged discrimination, then that duty to forward the complaint shall be carried out by the Executive Director of Human Resources.

The District shall investigate the matter, prepare a written position statement and communicate the decision within seven (7) working days. Upon receipt of the decision the employee shall have 3 working days to appeal the decision of the District in writing to the Human Resources Department. The District shall review the appeal of the Decision and provide for final decision in the matter within 5 business days of receipt of the notice of appeal. The District shall report its final decision to the Community Development Administration Executive Director within two (2) working days of its final decision.

Regulation approved: May 25, 1993

Revised: December 8, 1998

Revised: September 10, 2002

Revised: May 26, 2011

ST. LOUIS BOARD OF EDUCATION REGULATION

PERSONNEL

PERSONNEL POLICIES AND REGULATIONS – GOALS

Civil and Legal Rights and Responsibilities

Grievance Procedures for Resolution of Employee Complaints Alleging Discrimination on the Basis of Race, Color, Religion, Gender, Sexual Orientation, National Origin, Disability or Veterans Status.

Any employee who believes that he or she is or has been discriminated against on the basis of his or her race, color, religion, gender, sexual orientation, national origin, disability or veterans status shall report such discrimination to the district's Human Resource Officer or Deputy Superintendent.

Title IX Claims

For complaints of sex discrimination under Title IX, the Deputy Superintendent shall notify the Title IX compliance officer of the receipt of the complaint on the day on which the complaint is received. The Deputy Superintendent, or his designee, shall then immediately investigate the alleged discriminatory practices and prepare a written report summarizing the investigation within five working days after the receipt of the complaint.

For complaints of sex discrimination under Title IX, if the Deputy Superintendent's, or his designee's, investigation is not complete within five working days after the receipt of the complaint, the Deputy Superintendent shall submit a report to the Title IX compliance officer indicating what portions of the investigation have been completed; what other actions must be taken in order to complete the investigation; and when the investigation will be completed.

Within one day after preparing the written report on the investigation of the alleged discriminatory practice, the Deputy Superintendent shall forward the report to the board's legal counsel, and for sex discrimination cases to the Title IX compliance officer, for review. The board's legal counsel, the Deputy Superintendent and the Title IX compliance officer shall then determine what action shall be taken to promptly and equitably resolve the complaint.

Other Discrimination Claims

For complaints of discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, disability or veteran's status, or for complaints of prohibited retaliation (other than Title IX complaints), the affected employee should submit a written complaint to the district's Human Resource Officer as soon as possible after the discrimination or retaliation occurs. If the complaining employee is uncomfortable submitting the complaint to the Human Resource Officer, then the complaint should be submitted to the Deputy Superintendent or the Superintendent. Upon receipt of such a complaint, the Human Resource Officer, Deputy Superintendent, or Superintendent, or their designee shall promptly investigate such complaint, and, in consultation with the Board's legal counsel and the Superintendent, shall then determine what action shall be taken to promptly and equitably resolve the complaint.

Regulation approved: May 25, 1993

Revised: December 8, 1998

Revised: September 10, 2002





# BOARD RESOLUTION

Date: May 17, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Sharonica Hardin, Chief Human Resource Officer

Agenda Item : 06-16-11-52

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-08-10-12

Prior Year Cost \$300,000.00

**SUBJECT:** To approve the renewal and amendment of the contract with Teach for America to provide recruiting and training for 65 first year teachers for the 2011/2012 school year at a cost of \$2,500 per teacher. In addition, a payment of \$2,500 per teacher for 75 second year teachers is also required. The cost of the contract for the 2011/2012 school year is not to exceed \$350,000.

**BACKGROUND:** The District approved a multi-year contract with Teach for America to recruit and train highly qualified teachers who are specifically equipped to positively impact student achievement in under-resourced communities. The annual contract cost was established in Board Resolution 02-13-07-04 as follows: \$186,000 (07-08); \$200,000 (08-09, 09-10, and 10-11). Subsequent changes in staffing needs caused the District to use additional teachers supplied by Teach for America in the 08-09; 09-10 and 10-11 school years. This request is to renew and amend that initial multi-year agreement for one year at a cost not to exceed \$350,000.

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: \$350,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$350,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600010140

Department: Human Resources

Sharonica Hardin, Chief Human Resource Officer

Mary M. Houlahan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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## Vendor Performance Report

Type of report: Final XX Quarterly <input type="checkbox"/>		Report Date: 5/12/2011	
Dept / School: Human Resources		Reported By: Sharonica Hardin	
Vendor: Teach For America		Vendor #: 600010140	
Contract # / P.O. #:		Contract Name: Recruiting and Training for Teachers	
Contract Amount: \$300,000		Award Date: 6/8/10	
Purpose of Contract (Brief Description): To provide recruiting and training of first year and second 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	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 XX    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**

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

### **Performance Categories Descriptions**

<b>Category</b>	<b>Description</b>
<b>Quality of Goods and / or Services</b>	Rate the vendor's technical performance or the quality of the product or services delivered under the contract
<b>Timeliness of Delivery or Performance</b>	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
<b>Business Relations</b>	Rate the vendor's professionalism; responsiveness; significantly exceeded expectations; customer service; limited change orders
<b>Customer Satisfaction</b>	Rate the vendor based on feedback you receive from your customers (end-users)
<b>Cost Control</b>	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 16, 2011

Agenda Item: 06-16-11-53

To: Dr. Kelvin R. Adams, Superintendent

Information: \_\_\_\_\_

From: Enos K. Moss, CFO/Treasurer

Action: X

## Action to be Approved:

Other Transaction Descriptors: \_\_\_\_\_

**X Insurance Policy Renewal**  
**Previous Board Resolution 06-24-10-13**  
**Prior Year Cost \$ 171,936.00**

## 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, 2011 through June 30, 2012 at a cost not to exceed \$182,682.00.

## BACKGROUND:

The Excess Workers' Compensation Insurance Policy will provide coverage on all District employees. The Policy provides coverage for those claims that exceed the District's self-insurance limit of \$500,000.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.D.

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

Fund Source: 970 - 00 - 170 - 2514 - 6261  
 Amount: \$ 182,682.00

GOB

Requisition #:

Fund Source: - - - -  
 Amount:

Requisition #:

Fund Source: - - - -  
 Amount:

Requisition #:

Cost not to Exceed: \$ 182,682.00 ☒

Pending Funding Availability

Vendor #:

600002438

Department: Risk Management

Angela Banks, Budget Director

Requestor: Kevin Coyne

Enos Moss, CFO/Treasurer

Mary M. Houlihan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

# Excess Workers Compensation

	CNA 06-07	ARCH INSURANCE 07-08	ARCH INSURANCE 08-09	ARCH INSURANCE 09-10	ARCH INSURANCE 10-11	ARCH INSURANCE 11-12 <sup>(1)</sup>	% of Change
<b>Covered States</b>	Missouri	Missouri	Missouri	Missouri	Missouri	Missouri	
<b>Retention</b>	500,000	500,000	500,000	500,000	500,000	500,000	
<b>Limits:</b>							
Workers Comp:	Statutory	Statutory	Statutory	Statutory	Statutory	Statutory	
Employers Liability	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Aggregate Limit of Liability	N/A	N/A	N/A				
Loss Fund Amount (Minimum)	N/A	N/A	N/A				
<b>Specific Premium</b>	<b>292,853</b>	<b>265,000</b>	<b>225,086</b>	<b>193,790</b>	<b>171,936</b>	<b>182,682</b>	<b>6%</b>
Specific Rate	0.1397	0.1328	0.1139	0.1194	0.1194	0.1194	0%
<b>Total Specific &amp; Aggregate Premium</b>	<b>\$292,853</b>	<b>\$265,000</b>	<b>\$225,086</b>	<b>\$193,790</b>	<b>\$171,936</b>	<b>\$182,682</b>	<b>6%</b>
Minimum Premium - 90%	\$263,568	\$238,500	\$202,578	\$174,411	\$154,742	\$164,414	6%
Terrorism Charge (included in total)	8,786	\$7,650	\$6,753	\$5,814	\$5,158	\$5,480	6%
Estimated Payroll @ Inception	\$209,630,003	\$199,551,775	\$197,534,000	\$162,284,107	\$144,000,000	\$153,000,000	6%
Audited Payroll	\$200,426,331	\$195,977,045	\$196,444,975	\$181,616,786			
Audited Premium	\$279,996	\$260,258	\$223,751	\$216,850			

<sup>(1)</sup> Payment plan bi-annual





# BOARD RESOLUTION

Date: May 19, 2011

Agenda Item : 06-16-11-54

To: Dr. Kelvin R. Adams, Superintendent

Information: ☐

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Action: ☒

Action to be Approved: Contract

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

RFP/Bid # 037-1011

**SUBJECT:** To approve a contract with Cintas Fire Protection Co. to provide fire extinguisher inspection, repair and replacement services for District schools and buildings in an amount not to exceed \$20,000.00 beginning July 1, 2011 through June 30, 2012, pending availability of funds and legal review.

**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. The vendor will be responsible for conducting the yearly inspection 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 any extinguishers to pass inspections and as needed and requested by the District to repair damaged and defective fire extinguishers.

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: 905-00-110-2629-6333	GOB	Requisition #:
Amount: \$20,000.00		
Fund Source: 905-00-110-2624-6333		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$20,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600001165

Department: Operations

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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May 13, 2011

## MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Tom Goodrich**

**RE: Bid Evaluation Record for RFP# 037-1011 Fire Extinguisher Inspection and Repair Services**

The evaluation began at 4/28/11, 3:00p.m. and was concluded at 2/29/11 4:00 p.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Tom Goodrich	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Rick Schaeffer	Purchasing Officer	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Cintas Fire Protection Co.	\$2,535.00 Inspections	280	Yes
Fire Safety Inc.	\$4952.00 Inspections	200	No
Weber Fire & Safety	\$4,319.00 Inspections	240	No
Marmic Fire and Safety	\$4,854.00 Inspections	220	No

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

Tom Goodrich  
Construction Project Manager  
Operations Department

NAME: Roger L. CayCe

BID SUMMARY FOR RFP 037-1011 DISTRICT WIDE FIRE EXTINGUISHER INSPECTION AND REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
Cintas Fire Protection Co.	\$2,535 Inspections \$30.00 Min Service Charge 2012 0% Increase 2013 0% Increase 2014 0% Increase No Fuel-Sur Charges	No	Yes	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Fire Safety, Inc	\$4,952 Inspections \$30.00 Service Charge 2012 1% Increase 2013 1% Increase 2014 1% Increase Fuel sur-charge \$6.00	No	Yes	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Weber Fire & Safety	\$4,319 Inspections \$25.00 Plus Service Charge 2012 0% Increase 2013 10% Increase 2014 0% Increase No Fuel Sur-Charges	No	Yes	Yes	Good	
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	60%
Marmic Fire & Safety	\$4,854 Inspections \$N/C Service Charge 2012 3% Increase 2013 3% Increase 2014 4% Increase No Fuel sur-charge	No	Yes	Yes	Good	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	55%

NAME: Tom Goodrich

BID SUMMARY FOR RFP 037-1011 DISTRICT WIDE FIRE EXTINGUISHER INSPECTION AND REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
Cintas Fire Protection Co.	\$2,535 Inspections \$30.00 Min Service Charge 2012 0% Increase 2013 0% Increase 2014 0% Increase No Fuel-Sur Charges	No	Yes	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Fire Safety, Inc	\$4,952 Inspections \$30.00 Service Charge 2012 1% Increase 2013 1% Increase 2014 1% Increase Fuel sur-charge \$6.00	No	Yes	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Weber Fire & Safety	\$4,319 Inspections \$25.00 Plus Service Charge 2012 0% Increase 2013 10% Increase 2014 0% Increase No Fuel Sur-Charges	No	Yes	Yes	Good	
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	60%
Marmic Fire & Safety	\$4,854 Inspections \$N/C Service Charge 2012 3% Increase 2013 3% Increase 2014 4% Increase No Fuel sur-charge	No	Yes	Yes	Good	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	55%



NAME: Mike Dobbs

BID SUMMARY FOR RFP 037-1011 DISTRICT WIDE FIRE EXTINGUISHER INSPECTION AND REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
Cintas Fire Protection Co.	\$2,535 Inspections \$30.00 Min Service Charge 2012 0% Increase 2013 0% Increase 2014 0% Increase No Fuel-Sur Charges	No	Yes	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Fire Safety, Inc	\$4,952 Inspections \$30.00 Service Charge 2012 1% Increase 2013 1% Increase 2014 1% Increase Fuel sur-charge \$6.00	No	Yes	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Weber Fire & Safety	\$4,319 Inspections \$25.00 Plus Service Charge 2012 0% Increase 2013 10% Increase 2014 0% Increase No Fuel Sur-Charges	No	Yes	Yes	Good	
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	60%
Marmic Fire & Safety	\$4,854 Inspections \$N/C Service Charge 2012 3% Increase 2013 3% Increase 2014 4% Increase No Fuel sur-charge	No	Yes	Yes	Good	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	55%

NAME: Yvonne Green

BID SUMMARY FOR RFP 037-1011 DISTRICT WIDE FIRE EXTINGUISHER INSPECTION AND REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
Cintas Fire Protection Co.	\$2,535 Inspections \$30.00 Min Service Charge 2012 0% Increase 2013 0% Increase 2014 0% Increase No Fuel-Sur Charges	No	Yes	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Fire Safety, Inc	\$4,952 Inspections \$30.00 Service Charge 2012 1% Increase 2013 1% Increase 2014 1% Increase Fuel sur-charge \$6.00	No	Yes	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Weber Fire & Safety	\$4,319 Inspections \$25.00 Plus Service Charge 2012 0% Increase 2013 10% Increase 2014 0% Increase No Fuel Sur-Charges	No	Yes	Yes	Good	
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	60%
Marmic Fire & Safety	\$4,854 Inspections \$N/C Service Charge 2012 3% Increase 2013 3% Increase 2014 4% Increase No Fuel sur-charge	No	Yes	Yes	Good	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	55%





# BOARD RESOLUTION

Date: April 27, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Chief Information Ofr.

Agenda Item : 06-16-11-55

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 06-24-10-21

Prior Year Cost \$385,822.00

**SUBJECT:** To approve a sole source contract renewal with Tyler Technologies, Inc. for the annual license renewal of the Student Information System to be provided from July 1, 2011 to June 30, 2012 at a cost not to exceed \$355,000.00.

**BACKGROUND:** The current Student Information System is a web-based application provided by Tyler Technologies, Inc. and was implemented district-wide in 2007. Tyler Technologies acquired School Information System (SIS) in 2008. SIS, Inc. was the original vendor of the student system. Additionally, the student system serves as the authoritative data source for the collection and reporting of student data by providing enrollment, attendance, grades and various demographic information for all students. This system also facilitates data driven decision making. This contract now includes software licenses, server management, auto calling system (School Reach), the Pulse Program, custom programming and on-site training.

Accountability Plan Goals: Goal III: Facilities, Resources Support

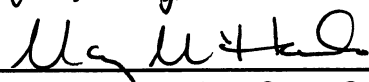
Objective/Strategy: III.A.

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

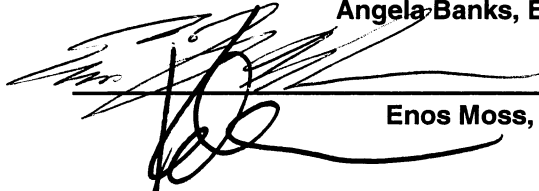
Fund Source: 981-L3-110-2223-6441	GOB	Requisition #:
Amount: \$355,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$355,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600013770

Department: Technology Services

  
Dr. Jesolyn Larry, Interim Chief Information Ofr.

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

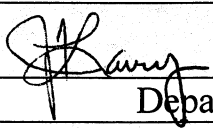
  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

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## REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: J. F. Larry</b>	<b>Date: 5-27-2010</b>
<b>Department / School: Information Technology</b>	<b>Phone Number: 345-2383</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
To contract with Tyler Technologies for the SIS licenses, call notification system, customer programming and on-site training.	
<b>Vendor Name: Tyler Technologies, Inc.</b>	<b>Email: <u>Bob.Fowler@tylertech.com</u></b>
<b>Vendor Contact: Bob Fowler</b>	<b>Phone Number 888-445-8503</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
The SIS system is the authoritative source for the collection and reporting of student data for the District.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
The SIS software is only available from Tyler.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	
<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>	
<b>Your sole source request will not be approved without the required signatures below:</b>	
	
Department Head	Date
CFO	Date
Superintendent	Date



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 5-17-2011
Dept / School: Information Technology		Reported By: J. F. Larry
Vendor: Tyler Technologies		Vendor #: 600013770
Contract # / P.O. / #: 4500149292/4500148881/4500149614		Contract Name:
Contract Amount: \$ 385,000.00		Award Date: 7-01-10
<b>Purpose of Contract (Brief Description):</b> To provide the District's Student Information System which is the authoritative source for the collection and reporting of student data.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 4 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 3 2 1	
Business Relations	5 4 X 3 2 1	
Customer Satisfaction	5 4 X 3 2 1	
Cost Control	5 4 3 X 2 1	
Average Score	3.8	Add above ratings: divide the total by the number of areas being rated.





## BOARD RESOLUTION

Date: May 19, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Blake Youde, Dep. Supt., Institutional Advancement

Agenda Item : 16-1611-56

Information: ☐

Action: ☒

Action to be Approved: Contract

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

**SUBJECT:** To ratify a sole source contract with Grace Hill to develop the St. Louis Childrens' Initiative, which is a Promise Neighborhoods Initiative. The contract is for the period beginning December 1, 2010 through September 30, 2011. The cost is \$55,000.

**BACKGROUND:** The St. Louis Public Schools has been working with Grace Hill and Urban Strategies to develop the St. Louis Childrens' initiative. The objective of this proposal is to provide educational and social services to approximately 1,500 children and their families residing in the 63106 and 63107 zip codes. Many services are planned to be delivered through six SLPS schools: Vashon, L'Ouverture, Dunbar, Jefferson, Bryan Hill and Clay. Currently, an implementation plan is being developed for submittal to the federal government for funding through the Promise Neighborhoods Initiative. This a comprehensive social service model based on the Harlem Childrens Zone.

Accountability Plan Goals: Goal IV: Parent Community Involvement


Objective/Strategy: IV.B.


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

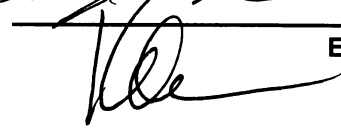
Fund Source: 812-00-110-2322-6319	GOB	Requisition #:
Amount: \$55,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$55,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004854

Department: Institutional Advancement

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Blake Youde, Dep. Supt., Institutional Advancement

  
Dr. Kelvin R. Adams, Superintendent

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# BOARD RESOLUTION

Date: May 5, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 06-16-11-57

Information: ☐

Action: ☒

Action to be Approved: Contract

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

**SUBJECT:** To ratify approval of a sole source contract with the Center for Applied Linguistics (CAL) to design and deliver an in-depth training of the 8 components of the Sheltered Instruction Observation Protocol (SIOP) Model tailored to address the academic needs of district ELLs, to 64 teachers, during the period of May 9, 2011 through August 5, 2011 at a cost not to exceed \$15,000.

**BACKGROUND:** Since SIOP's inception, CAL has conducted national research which validates the effectiveness of the model. Dennis Terdy from CAL will design and provide an extended training in each of the components of SIOP with SLPS elementary math as the focus. Planning, design and implementation of the SLPS model will take place through the spring of 2013.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.1 1.A.2

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

Fund Source: 838-VU-291-1152-6319	Non-GOB	Requisition #: 10124448
Amount: \$15,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$15,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600007372

Department: ESOL Program

Nahed Chapman, Exec. Dir. ESOL Program

Dr. Carlinda Purcell, Dep. Supt., Academics

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



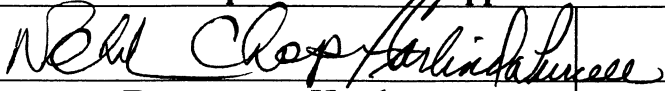



# REQUEST FOR SOLE SOURCE PURCHASE

<b>Requestor: Nahed Chapman</b>	<b>Date: April 21, 2011</b>
<b>Department / School: ESOL Program</b>	<b>Phone Number: #664-1066</b>
<i>Definition: Sole Source is a good or service that is <u>only</u> available from one (1) source (vendor manufacturer, etc...)</i>	
<b>Unique Goods / Services Requested for Sole Source Purchase (describe in detail below)</b>	
DESE approved SLPS to receive the <i>Math Success for ELL</i> grant with the designated sole source vendors that as approved by DESE: Webster University – Department of Mathematics and Technology Pearson Teacher Education and Development Team – SIOP Center for Applied Linguistics, Washington, D.C. International Institute of St. Louis The Magic House - St. Louis Children's Museum	
<b>Vendor Name: Webster University</b>	<b>Email: <a href="http://www.webster.edu">www.webster.edu</a></b>
<b>Vendor Contact: Dr. Brenda Fyfe</b>	<b>Phone Number #314-968-7490</b>
<b>Vendor Name: Pearson</b>	<b>Email: <a href="mailto:matt.kattman@pearson.com">matt.kattman@pearson.com</a></b>
<b>Vendor Contact: Matt Kattman</b>	<b>Phone Number #612-850-8045</b>
<b>Vendor Name: Center for Applied Linguistics</b>	<b>Email: <a href="mailto:jhimmel@cal.org">jhimmel@cal.org</a></b>
<b>Vendor Contact: Jen Himmel</b>	<b>Phone Number #202-362-0700</b>
<b>Vendor Name: International Institute of S. Louis</b>	<b>Email: <a href="http://www.iistl.org">www.iistl.org</a></b>
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<b>Vendor Name: The Magic House</b>	<b>Email: <a href="http://www.magichouse.org">www.magichouse.org</a></b>
<b>Vendor Contact: Beth Fitzgerald</b>	<b>Phone Number #314-822-8900</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
All partners were approved by DESE in the grant proposal. Webster University was selected for its strong ESOL and Math Departments that will allow for the quality integration of SIOP and Math. Pearson was selected based on previous successful SIOP DESE sponsored trainings in Missouri. Center for Applied Linguistics has documented the success of SIOP and has worked with school districts throughout the country implementing the model. International Institute has a long and successful history in resettling refugees and supporting the social and emotional adjustment of the cultures represented in SLPS. Magic House uniquely provides hands-on training in the use of manipulatives to enhance math instruction for students with limited English.	
<b>2. Why good or services available from other vendors /competitors are not acceptable?</b>	
DESE approved only the vendors listed above. To remain in compliance and receive the grant, we have to abide by the selection.	
<b>3. Other relevant information if any (i.e., attach manufacturer's statement verifying exclusive availability of product etc...)</b>	
<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	

*I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.*

**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:

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- ☐ **Delivery Date** Only one supplier can meet necessary delivery requirements.

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- Document rationale in support of treating the delivery date as mission critical

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- 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.



4646 40<sup>th</sup> Street NW Washington DC 20016-1859  
 phone 202-362-0700 fax 202-362-3740 www.cal.org

April 20, 2011

Nahed Chapman  
 Executive Director  
 ESOL Program  
 St. Louis Public Schools  
 1530 S. Grand Blvd  
 St. Louis, MO 63104

Dear Ms. Chapman:

In response to your request, The Center for Applied Linguistics (CAL) agrees to provide professional development services on the Sheltered Instruction Observation Protocol (SIOP) Model to St. Louis Public Schools as indicated below

Professional Services	Dates	Participants
<b>Planning Meetings</b>  <b>SIOP Workshop 1:</b> <ul style="list-style-type: none"> <li>• Second Language Acquisition</li> <li>• Overview of SIOP Model Research</li> <li>• Lesson Preparation component</li> </ul>	May 10-12, 2011 August 2-4, 2011  TBD- one of the days in the week of August 1.	Stakeholders in SLPS ELL grant  Up to 64 participating teachers will attend workshops in SIOP school teams so that they can work collaboratively and support each other during and beyond the workshop series.

Note: CAL's SIOP facilitator and SLPS coaches reserve the right, by consensus, to modify the order in which the components are presented based on his assessment of participants' learning needs.

### Description of Professional Services

During the five **planning meetings** CAL Consultant, Dennis Terdy, will work with the St. Louis Public Schools ELL grant stakeholders to coordinate and direct this initiative. During the one day **SIOP teacher professional development workshop**, an overview of second language acquisition, research supporting the model, and the Lesson Preparation component will be presented. Participants will learn about and practice the first component of the SIOP Model so that they can integrate English language and academic content instruction. The workshop will include a variety of activities, such as demonstration and explanation, analysis of video teaching sequences, small group tasks, and the creation of activities and lessons.

**Staff**

The SIOP professional development services described above will be provided by CAL SIOP Facilitator/Coach Dennis Terdy.

**Time**

Each workshop day will be seven hours (6 contact hours with time for breaks and lunch).

**Location**

The location of all training workshops will be selected by St. Louis Public Schools.

**Materials**

SIOP workshop handouts will be e-mailed to St. Louis Public Schools approximately one week prior to the first workshop. St. Louis Public Schools agrees to reproduce the handouts and put them in binders for distribution to participants.

**Workshop Host**

St. Louis Public Schools agrees to do the following:

- Secure a workshop site with movable tables and chairs, and sufficient space for teachers to participate in interactive activities and work in different grouping configurations.
- Make the following IT equipment available: a laptop computer that can play DVDs, white screen, and OH projector or ELMO; and ensure the availability of IT support services at the beginning of each workshop.
- Provide flip charts, thick color markers, tape, post-it notes, post-it flags, note cards, and nametags.
- Reproduce the workshop handouts and put them in binders for distribution to participants.
- Make arrangements for workshop meals.

**SIOP Professional Development Services Fee**

The fee for these SIOP professional development services is a firm, fixed price of \$15,000.00. This price includes all professional fees, transportation, hotels, per diem, and all workshop materials mentioned above. This price allows for up to 64 participants in a workshop.



St. Louis Public Schools agrees to pay the Center for Applied Linguistics this firm, fixed price of \$15,000 for the services described above.

CAL will invoice St. Louis Public Schools as follows:

August 5, 2011                      \$15,000.00

Invoices are payable within 30 days of receipt of an invoice from CAL. Please send payment to

Center for Applied Linguistics  
PO 418564  
Boston, MA 02241-8564

This contract will be in effect from April 22, 2011, until August 30, 2011.

### **Cancellation Policy**

In the case of a cancellation or date change St. Louis Public Schools will be responsible for reimbursement to CAL for all unrecoverable expenses (such as travel) incurred by CAL for the specific training engagement.

Cancellations or date changes received less than three (3) business days prior to the start of the training/workshop are subject to a late change fee of 50% of cost of cancelled or changed services.

If Dennis Terdy cannot provide the services as scheduled, CAL will reschedule the training for dates that are mutually agreeable for both St. Louis Public Schools and Dennis Terdy. If dates agreeable to SLSP are not available, SLPS will pay for services rendered and will have the option to void the rest of the contract.

Notice of cancellation or date changes for training/workshops must be received in writing by fax, email, or regular mail using the contact information in this Agreement.

### **Inclement Weather/Emergency Situations**

If notice of cancellation is given, at least 24 hours prior to the training workshop because of inclement weather or an emergency situation, there will be no charge for the training fee; however, St. Louis Public Schools will be responsible for any travel fees incurred by the trainer that cannot be refunded.

CAL reserves the right to make cancellation decisions for training workshops in weather/emergency situations. Weather/emergency related cancellations will be rescheduled as soon as possible based on the current training schedule.

**Copyright**

The Center for Applied Linguistics is the owner and copyright holder of all existing materials and materials developed by CAL staff and consultants for use in delivery of services under this Agreement.

**Recording**

CAL does not permit videotaping or audio recording of workshops.

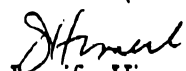
**Entire Agreement**

This Agreement constitutes the entire agreement and understanding between St. Louis Public Schools and CAL, and supersedes any prior oral or written agreements, or understandings, if any. Any changes or modifications shall be accomplished by a written amendment to this Agreement executed by the duly authorized representatives of the parties.

If you agree with the above terms and conditions, please sign two copies of this Agreement, keep one copy for your records, and return one to me on or before April 22, 2011. The proposed fees are valid if we receive a signed contract at least three weeks in advance of the first day of services, because of the increase in travel costs thereafter. CAL reserves the right not to honor this agreement if a signed copy is not received at least three weeks in advance of the first day of services.

We appreciate your selecting CAL for professional services and we look forward to working with you and your staff.

Sincerely,



Jennifer Himmel

SIOP Manager

Language Education and Academic Development Division

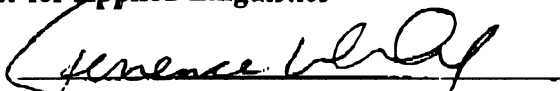
Center for Applied Linguistics

[jhimmel@cal.org](mailto:jhimmel@cal.org)

Tel: 202-355-1538

**APPROVED****Center for Applied Linguistics**

By



Name

Terrence Wiley

Title

President

Date

4/20/11

**ACCEPTED**

St. Louis Public Schools warrants that the person who is signing this Agreement on behalf of the St. Louis Public Schools is authorized to do so and to execute all other documents necessary to carry out the terms of this Agreement.

**St. Louis Public Schools**

By

Name

Title

Date





# BOARD RESOLUTION

Date: May 20, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Agenda Item : 06-16-11-58

Information: ☐

Action: ☒

Action to be Approved: Contract

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

**SUBJECT:** To ratify approve a sole source contract with Pearson, Inc. - Teacher Education and Development Group, to deliver an overview of the Sheltered Instruction Observation Protocol (SIOP) to 64 teachers and 30 administrators for the period May 9, 2011 through June 8, 2011 at a cost not to exceed \$35,000.

**BACKGROUND:** Pearson, Inc. will provide a three-day initial overview of the national SIOP® (Sheltered Instruction Observation Protocol) MODEL, plus a one day Administrators' Academy. The model presents a well-articulated protocol of best teaching practices for the instruction of ELLs that can be implemented uniformly across content areas. The overview will cover the eight components of SIOP that teachers will master over the three year span of the Math Success for ELLs grant.


Accountability Plan Goals: Goal I: Student Performance

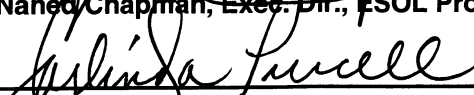
Objective/Strategy: 1.A.1 1.A.2

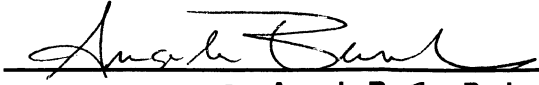
**FUNDING SOURCE:** (ex: 111 Location Code - 00 Project Code -110 Fund Type - 2218 Function- 6411 Object Code)


Fund Source: 838-VU-291-1152-6319	Non-GOB	Requisition #: 10124452
Amount: \$35,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$35,000.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600008008


Department: ESOL Program


  
Nahed Chapman, Exec. Dir., ESOL Program

  
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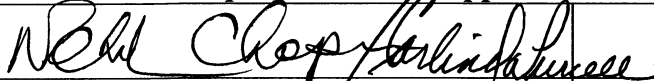



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<b>Vendor Contact: Beth Fitzgerald</b>	<b>Phone Number #314-822-8900</b>
<b>Justification Information</b>	
<b>1. Why the uniquely specified goods are required?</b>	
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<b>4. List the Names of other Vendors contacted &amp; Price Quotes:</b>	

*I certify the above information is true and correct and that I have no financial, personal or other beneficial interest in the specified vendor.*

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CFO	Date
Superintendent	Date



## Sole Source Checklist

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# A Professional Learning Proposal

# PEARSON

offered by the Teacher Education and Development Group

1900 East Lake Avenue  
Glenview, IL 60025  
Telephone: 800-348-4474  
[www.PearsonSchool.com](http://www.PearsonSchool.com)

**Proposal valid through June 20, 2011**

April 21, 2011

To: Nahed Chapman  
Executive Director of ELL  
St. Louis Public Schools  
801 N 11th Street  
St. Louis, MO 63101

We are pleased to provide you with the attached proposal for Pearson's implementation of professional development services during the upcoming academic school year.

Pearson knows the key to successful academic achievement in schools is driven by improved teaching in the classroom. Drawing on more than a quarter of a century of quality research and professional development experience, Pearson provides an unparalleled collection of K-12 teacher educational programs. Pearson offers a new approach to professional development by fusing a unique research-based learning model with innovative technology. This combination creates a solid foundation of teacher practices fully capable of supporting successful student learning while driving towards district attainment of federal and state mandates.

We are very enthusiastic about this opportunity to work with you, and we look forward to our partnership in building a district-wide program for improved instruction.

Please contact me for any questions you have or needs for clarification.

Matt Kattman  
Office: (612) 850-8045  
Fax: (480) 452-0714  
[Matt.Kattman@Pearson.com](mailto:Matt.Kattman@Pearson.com)

**Submit Purchase Order to:** NCS Pearson, Inc.  
3075 W Ray Rd, MS 220  
Chandler, AZ 85226  
Phone: (888) 977-7900  
Fax: (480) 452-0714  
[pd12orders@pearson.com](mailto:pd12orders@pearson.com)

## Comprehensive Services Implementation

Pearson offers a comprehensive services implementation continuum to support an effective implementation of its products. Below, you will find an overview of possible face-to-face or online training and professional development services available to support an effective implementation

This Collaborative Discussion between The District and your Pearson representative are aimed at assessing your training and professional development needs.

Objectives for Planning for Results include:

- Identifying goals and objectives for improving instruction and learning
- Identifying the current instructional practices, which will serve as a building block for attaining district goals
- Designing an appropriate training and professional development plan and delivery format

### Professional Development

Pearson is committed to providing professional development offerings that are intended to change practice over time. Through multi-session courses, teachers gain a deeper understanding of content as well as research-based pedagogical approaches towards teaching. The goals of any implementation of instructional programs are:

1. Successful implementation of the program
2. Fidelity of implementation in order to obtain the proven research-based results;
3. Analysis of data reports in order to improve instruction and increase student achievement; and
4. Professional reflection for continued professional growth and improved instructional practices.

Pearson is ready to provide a comprehensive plan of implementation services to ensure a rise in student achievement. In order for our service's programming to be successful, however, we need a commitment by the district for consistent and dedicated attendance and participation by all teachers, coaches, and school administrators. Pearson is also eager to evaluate its services programming through both qualitative (i.e., surveys) and quantitative data analysis (i.e., attendance/participation rates, analysis of district-level student data).

## Pearson Teacher Education and Development with SIOP®

Pearson is committed to providing professional development offerings that intend to change teacher practice over time. Through onsite training and consultation, online courses, and classroom follow-up, teachers gain a deeper understanding of content as well as research-based teaching approaches.

Pearson is pleased to offer this proposal for Enhancing Instruction for English Learners with the SIOP® Model. Based on the original SIOP Model developed by Drs. Echevarria, Short, and Vogt, this long-term program provides professional development and tailored onsite support for educators teaching English Learners (ELs). Pearson partners with you to build a sustainable sheltered instruction model to help all students, especially ELs, succeed and meet federal and state AYP requirements.

## SIOP® Program Summary

The Enhancing Instruction for English Learners with the SIOP Model presents a well-articulated, practical model of sheltered instruction that can be implemented uniformly throughout the district across all content areas. Participants receive the training and support needed to effectively implement the SIOP Model to teach content to students who are also learning English. The program supports teachers in their content area, and can be coupled with follow-up sessions to deepen their understanding of the model and to teach how they can effectively use it to refine language objectives and lesson plans.

The goal of the professional development program is for educators to gain an understanding of sheltered instruction using the SIOP Model, and how implementing SIOP can be effective for improving instruction for ELs and all students. Services can include onsite professional development, online learning, or a blended approach, and we have specific offerings for:

- Teachers
- Administrators
- Coaches

Services within the program ensure participants implement robust sheltered instruction lessons in their educational setting by: building collaborative sessions with fellow educators to reflect and improve sheltered instruction; observing Pearson's SIOP Service Consultants and being coached in techniques to improve lesson delivery and implementation; and gaining insight on how best to apply what was learned to their own educational setting.

The program also includes training coupled with consultation to further support consistency in implementing the model across schools within the district.

- Educators gain motivation and knowledge of how to teach the EL population.
- Participants get a deeper understanding of EL issues and the research supporting the instructional approach to meet their needs.
- Educators gain a greater understanding of the eight components through the Component Enrichment service. Each component is explained in greater detail and additional interactive strategies are used to increase transfer of knowledge and feedback.
- Educators transfer knowledge into practice through Implementation Enrichment consisting of observation, coaching or consultation with campus administrators.
- Services within the program are designed to be more sustaining and support teachers in classroom implementation.
- Educators learn how to use the observation protocol to observe, rate and review lessons. As a result, lesson plans can be continuously improved to develop the most robust sheltered lesson for the classroom. Lesson Plans are often discussed and shared among teachers so curriculum area instruction can be improved.

The Enhancing Instruction for English Learners with the SIOP Model is designed to support educators with extensive follow-up options while building strong communication between Pearson staff and your staff. The feedback obtained ensures that we meet your expectations and deliver a cohesive model.

## Overview of SIOP®

The Sheltered Instruction Observation Protocol Model (Echevarria, Vogt & Short, 2004) was developed to provide teachers of ELs with a well articulated, practical model of sheltered instruction. In 2005 Pearson acquired the SIOP Institute to deepen our professional development offerings and to support the needs of faculty and administrators in learning about and implementing this innovative teaching model. Based on the success of the SIOP Institute, Pearson worked with the authors to develop districting training in the SIOP Model. The SIOP Model is currently used in hundreds of schools across the U.S. as well as in several other countries. The model facilitates high quality instruction for ELs in content area teaching. While the SIOP Model was developed specifically to ensure quality instruction for ELs, it has been shown to be effective in addressing the needs of all students.

## Research

The SIOP Model offers a research-based approach to sheltered lesson planning and implementation that has proven effective with ELs throughout the United States. The model was developed in a seven year national research project (1996-2003) sponsored by the Center for Research on Education, Diversity & Excellence (CREDE). Through literature review and with the collaboration of practicing teachers, researchers identified features of instruction present in high-quality sheltered lessons to generate the SIOP Model. The model was refined over multiple years of field testing and consists of eight components and 30 features that are explained in the book, *Making Content Comprehensible for English Learners: The SIOP Model* (Echevarria, Vogt & Short, 2007).

The SIOP Model has been shown to be a valid and reliable measure of sheltered instruction (Guarino, Echevarria, Short, Schick, Forbes, & Rueda, 2001). Early research indicates the SIOP Model approach is effective for learners at all grade levels across subject areas. In a study examining the effects of the SIOP Model on student achievement, students whose teachers implemented the SIOP Model to a high degree in middle school classes outperformed those students in sheltered classes whose teachers were unfamiliar with the model. Critical features of high quality instruction for ELs are embedded within the SIOP Model. The Center for Applied Linguistics is currently conducting further research in secondary schools. This ongoing project is facilitating professional development on the SIOP Model and examining the effect of SIOP-based instruction on student achievement in core content areas such as math, science, social studies, and English language arts.

SIOP Services				
Units	Services	Participants	Service Days	Price
1	<b>SIOP Training for Administrators ( 1-day) (30 participant maximum)</b> <i>At this one-day session, Administrators will learn about the SIOP model and gain insight on how the implementation of the SIOP model in their schools and districts can have a positive impact on teaching English Language.</i>	30	1	\$5,000.00
2	<b>SIOP Training for Teachers (3-days) (30 participant maximum)</b> <i>This workshop is designed for those wanting to learn the SIOP Model and its effectiveness in assisting educators in working with English Language Learners. Participants will receive an in-depth introduction to the content as well as practice in each of the eight components of the model. Teachers will receive a brief introduction to lesson planning for the SIOP Model.</i>	64	6	\$30,000.00
	<b>SIOP Training for Teachers - Elementary Focus</b>	Participants	64	

**Implementation Timeframe**      SIOP Training for Teachers: June 6-8; SIOP Admin TBD

<b>SIOP Materials and Services</b>	<b>\$</b>	<b>35,000.00</b>
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**Please submit PO for \$35,000.00**

NCS Pearson, Inc.  
3075 W Ray Rd, MS 220  
Chandler, AZ 85226  
Phone: (888) 977-7900  
Fax: (480) 452-0714

<b>TOTAL COST OF IMPLEMENTATION</b>	<b>\$</b>	<b>35,000.00</b>
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This is a price quotation for customer's convenience only and not an offer to contract. All quotations are subject to review and final acceptance by a duly authorized representative of Pearson Education at its offices. Not responsible for typographical or other errors. Pearson Education's standard licensing terms and conditions will apply to any order. Dates are not guaranteed unless a valid PO or signed contract is received by Pearson.

All pricing in this quotation is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties

NCS Pearson, Inc ("Pearson") has made a proposal to provide certain professional development services to the school, school district or other entity ("Customer") named in Pearson's proposal to which these terms and conditions are attached (the "Proposal"). These terms and conditions, referred to herein as the "Agreement", set forth the terms upon which Pearson proposes to deliver such services. By Customer's acceptance of the Proposal, as acknowledged by Customer's provision of a purchase order or other confirmation of Customer's placement of an order for the services proposed, Customer acknowledges that Customer has reviewed the terms of this Agreement and agrees that Pearson's and Customer's respective rights and obligations with respect to the services outlined in the Proposal will be governed hereby.

**1. SERVICES.** Customer agrees to purchase, and Pearson agrees to furnish in accordance with this Agreement, those professional services (the "Services") that are described in the Proposal that Customer has accepted by providing a purchase order or other confirmation of Customer's placement of an order for the Services. Pearson does not guarantee any estimates, including delivery dates.

**2. PROJECT MANAGER.** Each party shall designate one of its employees or consultants to serve as Project manager. The Customer's Project Manager shall be empowered to act as Customer's authorized representative for coordination of the Services under this Agreement and to respond to Pearson's questions and requests. Pearson's Project manager shall be responsible for managing the Services provided to Customer. Either party may replace its Project Manager upon written notice to the other.

**3. CUSTOMER RESPONSIBILITIES.** Customer shall, at Customer's expense, furnish Pearson with all information, facilities, or other resources reasonably required by Pearson to perform the Services, including, without limitation, information as to Customer's data, data definitions, programs, files, business requirements, documentation requirements and operating procedures.

**4. FEES.** Customer agrees to pay Pearson the fees specified in the Proposal. All invoices are due net thirty (30) days from receipt. Customer shall also pay all applicable sales, use or other taxes or duties, however designated, which are imposed on any Services or any associated products or materials provided by Pearson pursuant to this Agreement. If Customer claims tax-exempt status, Customer will provide Pearson with evidence of such tax exemption upon request.

**5. TERM; TERMINATION.** This Agreement shall remain in force until the earlier of termination by either party in accordance with this Section 5, or completion of the Services. If this Agreement includes access to software or online content for a stated license period, and Customer later renews its access to such software or online content (which renewal will be at Pearson's then-current fees for same), then this Agreement shall remain in effect for such renewal period as it relates to Customer's license to use such software or online content.

Either party may terminate this Agreement in the event that the other party has materially breached its obligations hereunder and such breach is not cured within thirty (30) days of the breaching party's receipt of written notice of such breach. In the event of any termination of this Agreement, Customer shall not be relieved of any obligation to pay for Services or other items delivered prior to the date of termination. In addition, the provisions of Section 6, 7 and 8 shall survive the termination of this Agreement.

**6. OWNERSHIP RIGHTS.** If Pearson provides customer with any documentation manuals, software, access to online content, and/or any other materials (collectively, "Materials") as a result of the provision of Services, then: (a) Customer acknowledges and agrees that the Materials are protected by copyright, trade secret, and other intellectual property rights, and all such intellectual property rights shall remain vested in Pearson; and (b) Pearson grants Customer a non-exclusive, non-transferable license to use the Materials solely for its internal educational purposes. This license shall be perpetual, in the case of Materials provided in paper form. For software or access to online content granted for a stated license period, the term of the license will be for the period for which Pearson's applicable license fees were paid. Customer shall not make copies of any Materials or share the Materials with any third party unless authorized to do so in writing by Pearson. The extent that Customer may have any input into the creation of any Materials, Customer hereby grants, assigns and transfers to Pearson all of Customer's right, title, and interest in and to such Materials, including copyright and present and future patent rights, throughout the world. Customer agrees to execute such further instruments as Pearson may reasonably request to evidence, establish, maintain or protect its rights in, and ownership of, the Materials. All rights not expressly granted to Customer herein are reserved to Pearson.

Pearson shall be free to use for any purpose, without restriction, any ideas, concepts, know-how, and techniques that are used or acquired in the course of providing the Services, so long as Pearson does not disclose or use any Customer-specific data or confidential information without Customer's express, written consent. Customer acknowledges that Pearson's personnel performing the Services may provide similar services from time to time to other parties. This Agreement shall not prevent Pearson from providing such similar services to other parties or in any way restrict Pearson in the use of its personnel.

**7. WARRANTIES; LIMITATIONS.** Pearson warrants the Services provided shall be performed by qualified personnel in a good and workmanlike manner consistent with industry standards.

**THE EXPRESS WARRANTIES SET FORTH IN THIS SECTION 7 ARE THE ONLY WARRANTIES GIVEN BY PEARSON WITH RESPECT TO THE SERVICES AND MATERIALS PROVIDED PURSUANT TO THIS AGREEMENT. PEARSON MAKES NO OTHER WARRANTIES, EXPRESS, IMPLIED OR ARISING BY CUSTOM OR TRADE USAGE WITH RESPECT TO THE SERVICES OR MATERIALS PROVIDED UNDER THIS AGREEMENT, AND SPECIFICALLY DISCLAIMS ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. PEARSON DOES NOT GUARANTEE THAT THE SERVICES AND MATERIALS PROVIDED PURSUANT TO THIS AGREEMENT WILL MEET THE CUSTOMER'S NEEDS.**

**8. LIMITATION OF LIABILITY.** Pearson shall not be liable for any special, exemplary, incidental, or consequential damages, or lost profits, lost savings lost funding, or loss of business or data, arising from this agreement or the provisions of the services and materials pursuant thereto, even if Pearson has been advised of the possibility of such damages or they are foreseeable. In any event, in respect of any claim, demand or action arising from this agreement against Pearson, whether based in contract, tort or otherwise, customer shall be limited to receiving actual and direct damages in a maximum aggregate amount equal to the charges paid by customer for the applicable services or materials on which the claim is based.

**9. FORCE MAJEURE.** In the event Pearson's personnel fail to perform the Services because of illness, resignation or other causes beyond Pearson's reasonable control, Pearson shall use commercially reasonable efforts to replace such personnel within a reasonable time, but shall in no event be liable for any delays in the performance of its obligations hereunder due to causes beyond its reasonable control, including, but not limited to, fire, strike, civil disturbance, acts of God.

**10. GOVERNING LAW.** This Agreement shall be subject to and interpreted in accordance with the laws of the State of Minnesota, without regard to its principles of conflicts of laws.

**11. SEVERABILITY.** If any provision of this Agreement is invalid or unenforceable under any applicable statute or rule of law, this Agreement shall be enforced to the maximum extent possible to effectuate the original express intent hereof.

**12. ASSIGNMENT; SUBCONTRACTING.** Customer may not assign all or any portion of this Agreement without Pearson's written consent. Pearson may subcontract, assign or delegate any of its rights and duties under this Agreement without the consent of Customer

**13. ENTIRE AGREEMENT.** This Agreement, together with the Proposal, constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes all prior oral and written agreements and understandings relating thereto. The terms and conditions of this Agreement shall prevail notwithstanding any variance with the terms and conditions of any purchase order or other documentation submitted by Customer. This Agreement shall not be modified or amended without the written agreement of both parties.





## BOARD RESOLUTION

Date: May 20, 2011

Agenda Item : 06-16-11-59

To: Dr. Kelvin R. Adams, Superintendent

Information: ☐

From: Dr. Carlinda Purcell, Dep. Supt., Academics

Action: ☒

Action to be Approved: Contract

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

**SUBJECT:** To ratify a contract with Webster University to design and deliver elementary math content training for 64 teachers, aligned with SIOP, May 9 through August 5, 2011 at a cost not to exceed \$26,800.

**BACKGROUND:** Webster University will design and deliver math content training for participating teachers, in collaboration with CAL. Contract will include design and implementation of a summer Math Academy, including pre-and post-content assessment, and two Saturday full-day follow-up math sessions. Webster University will also select a subgroup of 10 teachers to participate in an intensive focus group study and be mentored as elementary math teacher leaders. They will further offer graduate credit for the summer Math Academy.

Accountability Plan Goals: Goal I: Student Performance

Objective/Strategy: 1.A.1, 1.A.2

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


Fund Source: 838-VU-291-1152-6319	Non-GOB	Requisition #: 10124449
Amount: \$26,800.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$26,800.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: 600001351


Department: ESOL Program


  
Nahed Chapman, Exco. Dir., ESOL Program

  
Dr. Carlinda Purcell, Dep. Supt., Academics

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

			
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## Proposal for Missouri Grade K – 6 Success for ELLs Initiative

1-27-11

### OVERVIEW

Webster University will design and implement a five – day Math Academy focusing on mathematical concepts and skills for participating teachers in grades K – 6. The Academy will serve 40/60 participants in groups of 20/30 organized by the assessed needs of the teachers. Planning will begin May 11, 2011. The first year Math Academy will take place in August of 2011, following the June 2011 SIOP training. The Math Academy will address the Show-Me Standards in Mathematics and the Grade Level Expectations (GLEs), emphasizing an inquiry-based, activity oriented constructivist approach to achieving deeper mathematical learning and problem solving. Two of six follow-up Saturdays will be designed as follow-up to the Math Academy, with the content of those sessions based on the needs established during the initial Academy sessions.

A focus group of approximately 10 teachers will be selected to pursue more intense professional development, including a minimum of four visits from Academy instructors

All participants will be administered a pre- and post-assessment in mathematical content. The focus group will be also be assessed on the cognitive constructs necessary for mathematical thinking.

Subsequent Math Academies will be designed based on the data determined by the first Academy and focus group study.

Webster University graduate credit will be available to teachers at a reduced tuition for the Math Academy, focus group participation, as well as for other components of the grant.

### THE MATH ACADEMY

Webster University Math Department and School of Education faculty will design a summer Math Academy addressing the Missouri Mathematics Show-Me Standards as designated in the GLEs, put into relationship with the knowledge base and cognitive structures of teachers necessary for a deep understanding of elementary mathematics. Sessions will emphasize teacher inquiry and active involvement, leading to quality formative and summative assessment of student knowledge. The research base ( Fosnot, 2004; Charlesworth, 2010; Copely, 2010; Burns, 2000; Kamii, 1989; Sousa, 2008) for this instruction focuses on children's developmental progressions in mathematical thinking, with implications for early childhood and elementary education. Topics will follow the Missouri ShowMe Standards, as determined by the GLEs:

1. Addition, subtraction, multiplication and division; other number sense, including numeration and estimation; and the application of these operations and concepts in problem solving at the elementary level.
2. Geometric and spatial sense involving measurement, and similarity and transformation of shapes.
3. Data analysis, probability and statistics.
4. Patterns and relationships within and among mathematical concepts
5. Mathematical systems, geometry, and number theory.
6. Discrete mathematics, as appropriate

Teacher reporting and assessment, as well as current research on children's mathematical concept formation ( Fosnot, 2004.; Copely, 2010; Kamii, 1989; Sousa, 2008) , will determine the concepts that will be given priority. Multiple instructors will assure that small groups with like interests and needs can be formed and flexibly reorganized. Emphasis will be on project learning (DOK 4) applied to problem solving with written and oral documentation of the processes of learning. This approach will assure that the Academy does not duplicate the mathematics professional development already available to the teachers.

Teachers will work with a variety of materials specific to mathematical concept formation and problem solving ( Fosnot, 2004; Charlesworth, 2010, 2006; Burns, 2000). Materials will emphasize a constructivist approach and be compatible with SIOP methodology. Classroom curriculum materials used in participating programs will be included. Research in the mathematical concept formation of children will be examined in order to explore how a child acquires and demonstrates a depth of mathematical knowledge. Samples of children's learning through vignettes and videos (Fosnot, 2004; Copely, 2010) will develop teacher observation and assessment skills.

The second and third summer Math Academies will be designed based everything learned from the prior year, maintaining an emphasis on the constructivist approach to the acquisition of mathematical concepts. A deeper understanding of multiple approaches to developing mathematical concepts drawing from intercultural approaches (Fosnot, 2004; Ma, 1999; Zaslavsky, 1996) will be incorporated. As teachers gain confidence in their understanding of children's mathematical knowledge, a component for family in thinking about children's thinking will be added.

#### FOLLOW-UP

The design of two Saturday follow-up sessions will be determined by the instructors based on the data acquired at the initial Math Academy. Sessions will be informal and interactional.

A subgroup of 10 Math Academy teachers will be selected to participate in an intensive focus group study. These teachers will agree to continue direct contact with Webster University faculty, including a minimum of four classroom visits or pre-/post- instruction conferences focusing on the mathematical learning of children and complementing the SIOP follow-up component which focuses on classroom methodology. Interaction with Math Academy faculty will also include electronic learning communities, analysis of samples of children's work, video analysis of learning processes, and journaling. Data from

this subgroup will then help assess the efficacy of the model of classroom mentoring on the teaching of mathematics at the elementary level.

#### ASSESSMENT

All Math Academy teachers will participate in a content assessment based on the Missouri ShowMe Standards. This will consist of MAP-like content in which the participant must construct responses to elementary level problems. Data will be anonymous but coded to allow for analysis of gains in mathematical understanding.

The members of the focus subgroup will also be given extended assessment to determine deeper understanding of the principles of mathematics that underlie the processes, using interview procedures aligned with the work of Feuerstein (Garner, 2007; Feuerstein, 2002). This process will be repeated at the end of the school year. Data will again be anonymous but coded.

#### COORDINATION WITH SIOP

Teachers will have attended the three day SIOP training prior to attending the Math Academy. Instructors for the Math Academy will attend the SIOP sessions; SIOP coaches will likewise attend the Math Academy sessions.

Prior to the grant sessions, Math Academy instructors and SIOP coaches will collaborate in writing elementary math examples to be used with the SIOP training, illustrating math instructional practices consistent with the SIOP protocol, constructivist practice and sound mathematical principles.

Math Academy instructors will attend four Saturday SIOP follow-up sessions and four one-hour planning sessions with the grant team.

#### CREDIT OPTIONS

Webster University will offer the option of two graduate credits to all participants for the summer Math Academy participation. Those Academy participants choosing to register for credit will be required to submit a reflective assessment beyond the already stated grant content assessment. This will be explained in writing before the registration is undertaken.

Participants in the focus group will be able to earn 1 further credit, based on the work of the follow-up. The assessment of this credit will require analysis of children's learning in mathematics.

(Webster University will also offer the option of appropriate graduate credit and course equivalency in the TESL MA program for teachers participating in the SIOP training (3 credits maximum) and the intercultural training (3 credits maximum); assessment of learning consistent with graduate course equivalents will be required of those seeking credit.)

Whether paid directly by students or through the grant, tuition for those teachers requesting credit will be greatly reduced in order to only cover only administrative costs, since instructors will be paid by the grant.

## RESPONSIBILITIES OF THE WEBSTER PARTNERSHIP

Webster University faculty will:

1. Commit to a three year grant participation.
2. Work with grant planners in formulating the grant
3. Award graduate credit for approved course equivalents, allowing for further assessment of the participants seeking credit.
4. Collaborate in the preparation of any materials using examples of mathematical concept formation.
5. Design and implement a five-day summer Math Academy for as many as 60 teachers, including pre- and post- content assessment, providing instructors with appropriate credentials approved by the Webster University Math Department.
6. Design and implement two Saturday full-day follow-up sessions for 60 teachers.
7. Mentor a subgroup of 10 participants, including classroom analysis of math teaching.
8. Attend SIOP training sessions and four SIOP Saturday follow-up sessions.
9. Participate in four team planning meetings during the grant year.
10. Participate in grant assessment, as appropriate.
11. Disseminate grant findings to the higher education community, including the Webster University teacher preparation program.

## BUDGET ITEMS

**\$3,000** per instructor to cover planning, instruction, and assessment

2 instructors per group; so  $4 \times \$3,000 = \$12,000$  instructional costs

Math academy materials:      \$2,000

Technology equipment to support mentoring – 10 flip-cams (@ \$100 each) = \$1,000

Mentoring visits and consultation for 10 teachers 4 times per year (2 hrs. per visit)  
@ \$100 per consultation = \$4,000

Travel = \$800 for visits

6 Saturdays = \$480

travel to SIOP training = \$400

4 planning meetings = \$320

Stipends for instructors to participate in SIOP training and Saturday sessions @ \$25.00 per hour =  
\$5,400 (9 days of 6 hrs each)

Stipends for four instructors to attend 4 planning meetings (\$400)

Summary:

\$ 12,000

2,000

1,000

4,000

800

480

400

320

5,400

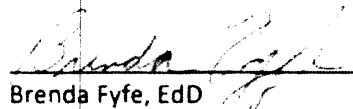
400

\$26,800 Total

\* Rationale for camcorders:

Focus group members will be asked to use video documentation of children's learning, both in helping them self-assess the depth of student learning and in documenting this process.

Non-public teachers in the focus group may not be able to be observed directly in the classroom and will want to bring video of the classroom to an off-site location for a post-instruction conference.



Brenda Fyfe, EdD

  
Date

Dean, School of Education

(314) 968-6906 (phone)

(314) 968-8613 (fax)





# BOARD RESOLUTION

Date: June 16, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item: 06-16-11-60

Information: ☐

Action: ☒

Action to be Approved: Contract

RFP/Bid # PS#08-1011

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

**WALK-ON ITEM**

**SUBJECT:** To approve a contract with Midwestern Design & Construction/Blanton, joint venture to renovate the science lab at Cleveland High School for Proposition S bond construction. This work shall begin on June 17, 2011 and be completed by September 15, 2011 at a cost not to exceed \$541,072.00 which includes a 10% contingency of \$49,188.00.

**BACKGROUND:** The current science lab is in very poor condition. Renovating this lab will enhance the classroom environment for instruction. The contractor will design-build the renovation project. This work will be performed while students are not in class. This work will be funded by the Proposition S Bond Program under the upgrade of Science Labs, Libraries and Auditoriums estimated at \$16,015,000.00. With this project approved, the balance of the building envelopes budget is \$15,473,928.00.

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	Non-GOB	Requisition #: TBD
Amount: \$541,072.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$541,072.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Operations

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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June 15, 2011

## MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Roger L. CayCe**

**RE: Bid Evaluation Record for PS# 08-1011 Cleveland High School Science Lab for Proposition S Bond Construction**

The evaluation began at 6/8/11, 1:00 p.m. and was concluded at 6/9/11 4:00 p.m. The evaluation committee consisted of the following:

Roger L. CayCe	Executive Director of Operations	SLPS
Tom Goodrich	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rick Schaeffer	Purchasing Officer	SLPS
Ron Roberts	Construction Manager	Kwame Building Group

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Rhodey Construction, Inc	\$544,880	255	No
Midwest/Blanton Joint Venture	\$491,884	440	Yes
Legacy Building Group, LLC	\$573,000	280	No

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

Roger L. CayCe  
Executive Director of Operations



NAME: Roger L. CayCe

BID SUMMARY FOR PS 08-1011 SCIENCE LAB CLEVELAND HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Rhodey Construction, Inc	\$544,880	WBE 35%		Yes		
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Midwestern Design & Construction / Blanton Joint Venture	\$491,884	MBE 63%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Legacy Building Group, LLC	\$573,000	M/WBE 60%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%

NAME: Tom Goodrich

BID SUMMARY FOR PS 08-1011 SCIENCE LAB CLEVELAND HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Rhodey Construction, Inc	\$544,880	WBE 35%		Yes		
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Midwestern Design & Construction / Blanton Joint Venture	\$491,884	MBE 63%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Legacy Building Group, LLC	\$573,000	M/WBE 60%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%

NAME: Yvonne Green

BID SUMMARY FOR PS 08-1011 SCIENCE LAB CLEVELAND HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Rhoday Construction, Inc	\$544,880	WBE 35%		Yes		
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Midwestern Design & Construction / Blanton Joint Venture	\$491,884	MBE 63%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Legacy Building Group, LLC	\$573,000	M/WBE 60%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%

NAME: Mike Dobbs

BID SUMMARY FOR PS 08-1011 SCIENCE LAB CLEVELAND HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Rhodey Construction, Inc	\$544,880	WBE 35%		Yes		
Score	Max 40% ( 30 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	50%
Midwestern Design & Construction / Blanton Joint Venture	\$491,884	MBE 63%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Legacy Building Group, LLC	\$573,000	M/WBE 60%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%



**PropS Building Repairs 2010-2013**  
**Budget for Upgrade Science Labs, Libraries, and Auditoriums**

Location	Board Approval #	Building Repairs	TOTALS
Cleveland		Science Lab	\$541,072.00
<b>Total</b>			<b>\$541,072.00</b>
<b>Budget</b>			<b>\$16,015,000.00</b>
<b>What's Left</b>		905-00-910-2629-6333	<b>\$15,473,928.00</b>





# BOARD RESOLUTION

Date: June 15, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-16-11-61

Information: ☐

Action: ☒

Action to be Approved: Contract

RFP/Bid # PS#05-1011

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

**WALK-ON ITEM**

**SUBJECT:** To approve a contract with Midwestern Design & Construction/Blanton, joint venture to provide window shade replacement at Gateway High School for Proposition S bond construction. This work shall begin on June 17, 2011 and be completed by September 15, 2011 at a cost not to exceed \$257,290.00 which includes a 10% contingency of \$23,390.00.

**BACKGROUND:** The current window shades throughout Gateway High School are in very poor condition and the building is not fully air conditioned. Installing new shades will enhance the classroom environment for instruction. The contractor will design-build the window shade project. This work will be performed while students are not in class. This work will be funded by the Proposition S Bond Program under the upgrade of building envelopes projects estimated at \$20,000,000.00. With this project and other previously approved, the balance of the building envelopes budget is \$12,533,710.00.

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)

<b>Fund Source:</b> 905-00-910-2629-6333	Non-GOB	<b>Requisition #:</b> TBD
<b>Amount:</b> \$257,290.00		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Fund Source:</b>		<b>Requisition #:</b>
<b>Amount:</b>		
<b>Cost not to Exceed:</b> \$257,290.00	<input type="checkbox"/> Pending Funding Availability	<b>Vendor #:</b> TBD

Department: Operations

Angela Banks, Interim Budget Director

  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.  
Enos Moss, CFO/Treasurer  
Mary M. Houlahan, Dep. Supt., Operations

Dr. Kelvin R. Adams, Superintendent

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**June 15, 2011**

## **MEMORANDUM**

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Roger L. CayCe**

**RE: Bid Evaluation Record for PS# 05-1011 Window Shade Replacement for Proposition S Bond Construction at Gateway High School**

The evaluation began at 6/7/11, 1:00 p.m. and was concluded at 6/13/11 4:PM p.m. The evaluation committee consisted of the following:

Roger L. CayCe	Executive Director of Operations	SLPS
Tom Goodrich	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Rick Schaeffer	Purchasing Officer	SLPS
Ron Roberts	Construction Manager	Kwame Building Group

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

<b>Company Name</b>	<b>Bid Amount</b>	<b>Overall Score</b>	<b>Award (Y/N)</b>
CI Select	\$349,999	205	No
Midwest/Blanton Joint Venture	\$233,900	435	Yes
Ability Building & Restorations	\$301,484	405	No
BAM Contracting, LLC	\$290,647	427	No

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

Roger L. CayCe  
Executive Director of Operations

NAME: Roger L. CayCe

BID SUMMARY FOR PS 05-1011 SHADE INSTALLATION GATEWAY HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
CT Select	\$349,999	No M/WBE		Yes		
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	40%
Midwestern Design & Construction / Blanton Joint Venture	\$233,900	MBE 50%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Ability Building & Restoration LLC	\$301,484	M/WBE 100%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	85%
BAM Contracting, LLC	\$290,647	MBE 100%		Yes		
Score	Max 40% ( 28 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	88%

NAME: Tom Goodrich

BID SUMMARY FOR PS 05-1011 SHADE INSTALLATION GATEWAY HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
CI Select	\$349,999	No M/WBE		Yes		
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	40%
Midwestern Design & Construction / Blanton Joint Venture	\$233,900	MBE 50%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Ability Building & Restoration LLC	\$301,484	M/WBE 100%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	85%
BAM Contracting, LLC	\$290,647	MBE 100%		Yes		
Score	Max 40% ( 28 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	88%

NAME: Yvonne Green

BID SUMMARY FOR PS 05-1011 SHADE INSTALLATION GATEWAY HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
CI Select	\$349,999	No M/WBE		Yes		
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	40%
Midwestern Design & Construction / Blanton Joint Venture	\$233,900	MBE 50%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Ability Building & Restoration LLC	\$301,484	M/WBE 100%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	85%
BAM Contracting, LLC	\$290,647	MBE 100%		Yes		
Score	Max 40% ( 28 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	88%

NAME: Mike Dobbs

BID SUMMARY FOR PS 05-1011 SHADE INSTALLATION GATEWAY HIGH SCHOOL						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
CI Select	\$349,999	No M/WBE		Yes		
Score	Max 40% ( 20 )	Max 30% ( 0 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	40%
Midwestern Design & Construction / Blanton Joint Venture	\$233,900	MBE 50%		Yes		
Score	Max 40% ( 40 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	90%
Ability Building & Restoration LLC	\$301,484	M/WBE 100%		Yes		
Score	Max 40% ( 25 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	85%
BAM Contracting, LLC	\$290,647	MBE 100%		Yes		
Score	Max 40% ( 28 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	88%

**NAME: KWAME BUILDING GROUP, INC.**

<b>BID SUMMARY FOR RFP PS05-1011 WINDOW SHADE REPLACEMENT</b>						
<b>Contractor</b>	<b>Price</b>	<b>M/WBE Participation</b>	<b>SLPS Past Performance</b>	<b>Use of "p" Card Included in Pricing</b>	<b>Vendor's Experience</b>	<b>Scores</b>
Midwestern/Blanton JV	\$233,900.10	50% Due to JV status	Not Listed	Yes	Unclear	75 Recommended Vendor
Score	Max 40% ( 40 )	Max 30% ( 25 )	Max 10% ( )	Max 10% ( 10 )	Max 10% ( )	
BAM	\$290,647.00	63%	Not Listed	Yes	Unclear	75
Score	Max 40% ( 35 )	Max 30% ( 30 )	Max 10% ( )	Max 10% ( 10 )	Max 10% ( )	
Ability	\$301,484.00	50%	Not Listed	Yes	Unclear	65
Score	Max 40% ( 30 )	Max 30% ( 25 )	Max 10% ( )	Max 10% ( 10 )	Max 10% ( )	
CI Select	\$349,999.00			Yes	Substantial	45
Score	Max 40% ( 25 )	Max 30% ( )	Max 10% ( )	Max 10% ( 10 )	Max 10% ( 10 )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	

**PropS Building Repairs 2010-2013**  
**Budget for Ugrade Building Envelopes**  
**(Hazmat abatement, tuck pointing, waterproofing, roofing, doors, windows and shades)**

Location	Board Approval #	Building Repairs	TOTALS
District Wide		Roofing	\$5,000,000.00
District Wide	05-05-11-21	ID/IQ Hazardous Abatement Projects	\$2,000,000.00
Phase I Shades	05-05-11-22	Replace Shades at 5 Schools	\$209,000.00
Gateway H.S.		Replace Shades	\$257,290.00
<b>Total</b>			<b>\$7,466,290.00</b>
<b>Budget</b>			<b>\$20,000,000.00</b>
<b>What's Left</b>		905-00-910-2629-6333	<b>\$12,533,710.00</b>









# BOARD RESOLUTION

Date: June 8, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Deanna Anderson, Exec. Director, Transportation

Agenda Item : 06-30-11-01

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 11-16-10-03

Prior Year Cost \$81,000 (for six months)

**SUBJECT:** To approve a one (1) year contract extension with Enterprise Fleet Management, Inc. to provide a managed fleet program that includes leasing, rental, maintenance, fuel and disposal. These services will be provided from July 1, 2011 through June 30, 2011, at a cost not to exceed \$125,000.

**BACKGROUND:** See attached

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: 918-360-5115-6319-00	GOB	Requisition #:
Amount: \$125,000		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$125,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600007352

Department: Transportation

Deanna Anderson, Exec. Director, Transportation

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

## **Fleet Management Renewal**

June 1, 2011

On November 16, 2010, the Special Administrative Board (SAB) approved resolution number 11-16-10-03 that authorized entering into a contract with Enterprise Fleet Management, Inc. (Enterprise) through the Cooperating School District (CSD) membership. This resolution authorized a budgeted cost of \$81,000 from November 17, 2010 through June 30, 2011. Enterprise has provided fleet management services for the Districts 45 vehicles that are used by Security, Schools, Administration, IT, and Operations.

In the first year of the contract (FY10-11), Enterprise's Managed Fleet Program for the St. Louis Public Schools resulted in:

- Reduction of fleet size (45-39 vehicles)
- Created a replacement cycle
- Improve the safety of the fleet
- Improved fuel efficiency
- Reduced greenhouse gas emissions
- Matched the vehicles selection to proper job application
- Resulted savings of approximately \$40,000

For the FY11-12 school year, it is anticipated that the Enterprise's Managed Fleet Program for SLPS will include continued replacement of older vehicles with safe, fuel efficient, and reliable vehicles that will meet the proper job application at a savings of approximately \$30,000.

It is recommended that the Special Administrative Board through the Districts contract with the Cooperating School District, approve a one (1) year contract extension with Enterprise Fleet Management, Inc. to provide a managed fleet program that includes leasing, rental, maintenance, fuel, and disposal beginning July 1, 2011 and ending June 30, 2012 pending legal review and availability of funds.



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: June 2, 2011
Dept / School: Transportation		Reported By: Deanna J. Anderson
Vendor: Enterprise Fleet Management, Inc.		Vendor #: 600007352
Contract # / P.O. #: 4500157093		Contract Name: Fleet Management
Contract Amount: \$ 81,000		Award Date: November 16, 2010
<b>Purpose of Contract (Brief Description):</b> To provide a managed fleet program that will include leasing, rental, maintenance, fuel and disposal of vehicles.		
<b>Performance Ratings:</b> 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	Excellent
Timeliness of Delivery or Performance	5 4 3 2 1	
Business Relations	5 4 3 2 1	Have been extremely helpful with paperwork & disposal
Customer Satisfaction	5 4 3 2 1	
Cost Control	5 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: June 8, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Deanna Anderson, Exec. Director, Transportation

Agenda Item : 06-30-11-02

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 06-24-10-18

Prior Year Cost \$1,350,000

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

**SUBJECT:** To approve a renewal contract with Metropolitan Taxicab Corporation, St. Louis County Cab Company, Inc., and Harris Cab Company to provide taxicabs for student transportation services in a total amount not to exceed \$1,114,500, beginning July 1, 2011 and ending with the summer session of 2012.

**BACKGROUND:** See attached.

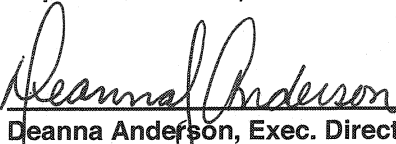
Accountability Plan Goals: Goal III: Facilities, Resources Support

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: \$212,500		
Fund Source: 822-110-2336-6341	GOB	Requisition #:
Amount: \$902,000		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$1,114,500.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Multiple

Department: Transportation


  
Deanna Anderson, Exec. Director, Transportation

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

			
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## Documentation for Renewal of Taxi Cab Contracts for FY11-12

On October 20, 2009, the Special Administrative Board (SAB) voted to enter into an agreement with the three (3) taxicab companies listed below. On June 24, 2010 the SAB voted to approve a one (1) year contract extension with the companies listed below. The taxicab transportation services are necessary for students not provided a bus due to special needs as required by their Individual Education Program (IEP); students requiring taxi transportation under Section 504 of the Rehabilitation Act of 1973; Students in Transition (homeless) under the McKinney Vento Act of 2001 (number students transported within the District in FY10-11 were 1,508; number of students transported to surrounding Districts in FY10-11 were 1,203; number of students being transported by other Districts in FY10-11 were 1,277) ; and students who are unable to be served by a regular bus due to road conditions. Multiple taxi companies are used due to availability of vehicles; types of service required; and cost. As was practiced in the past, the cost for students that are homeless and attend school in another district will be split (50/50) with the district they are attending. A comparison cost per trip from 10-11 vs 11-12 is:

	10-11	11-12
Harris	\$17.68	\$17.68
Metropolitan	\$17.41	\$18.28
County	\$18.20	\$20.02

In the FY10-11 school year, year to date expenditures and the budgeted amount are:

- Harris - \$224,761(expenditures) -- \$515,000 (budgeted)
- Metropolitan - \$629,119.05 (expenditures) -- \$615,000 (budgeted)
- County - \$4,592.53 (expenditures) -- \$100,000 (budgeted)

It is recommended that the Special Administrative Board of the Transitional School District of the City of St. Louis approve a one (1) year contract extension with multiple vendors (listed above) beginning July 1, 2011 and ending with the summer school session of 2012 pending legal review and availability of funds.



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 31, 2011
Dept / School: Transportation		Reported By: <i>Deanna Anderson</i>
Vendor: Metropolitan Taxicab Corporation		Vendor #: 6000012701
Contract # / P.O. #: 4500154038 & 4500154059		Contract Name: Taxicab
Contract Amount: \$ 115,000		Award Date: June 24, 2010
<b>Purpose of Contract (Brief Description):</b> To provide taxi cab services for student transportation		
<b>Performance Ratings:</b> 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	<i>Excellent!</i>
Customer Satisfaction	5 4 3 2 1	
Cost Control	5 4 3 2 1	
Average Score	<i>4.2</i>	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

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: May 31, 2011	
Dept / School: Students in Transition	Reported By: <i>D. Thomas Murphy</i>	
Vendor: <del>Harris Cab Company</del> <i>Metropolitan</i>	Vendor #: <del>600004710</del> <i>6000012701</i>	
Contract # / P.O. #:	Contract Name: Taxicab	
Contract Amount:	Award Date: June 24, 2010	
Purpose of Contract (Brief Description): To provide taxi cab services for Students in Transition transportation		
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 (please attach additional sheets if necessary). Ratings 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
Quality of Goods / Services	<div>5 <u>4</u> 3 2 1</div>	Company works hard to provide quality services.
Timeliness of Delivery or Performance	<div>5 <u>3</u> 2 1</div>	At times company had difficulty with managing the large number of runs.
Business Relations	<div>5 <u>5</u> 4 3 2 1</div>	Excellent
Customer Satisfaction	<div>5 <u>4</u> 3 2 1</div>	Complaints have been minimal
Cost Control	<div>5 <u>4</u> 3 2 1</div>	Reasonable cost for city runs
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

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 31, 2011
Dept / School: Students in Transition		Reported By: <i>D. Thomas Murray</i>
Vendor: Yellow Cab/County Cab Company		Vendor #: 600010293
Contract # / P.O. #:		Contract Name: Taxicab
Contract Amount:		Award Date: June 24, 2010
<b>Purpose of Contract (Brief Description):</b> To provide taxi cab services for Students in Transition transportation		
<b>Performance Ratings:</b> 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	There were concerns about drivers picking up and dropping off student on time.
Timeliness of Delivery or Performance	5 4 3 2 1	Failed to inform office that they could not handle the large number of runs.
Business Relations	5 4 3 2 1	Need to increase / improve communication with this office.
Customer Satisfaction	5 4 3 2 1	There were parental complaints however, Metro of Harris took over runs in timely manner.
Cost Control	5 4 3 2 1	Reasonable.
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

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: May 31, 2011
Dept / School: Transportation		Reported By: <i>Deanna Anderson</i>
Vendor: Harris Cab Company		Vendor #: 600004710
Contract # / P.O. #: 4500154037 & 4500154058		Contract Name: Taxicab
Contract Amount: \$ 115,000		Award Date: June 24, 2010
<b>Purpose of Contract (Brief Description):</b> To provide taxi cab services for student transportation		
<b>Performance Ratings:</b> 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	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"/>		



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>	Report Date: May 31, 2011	
Dept / School: Students in Transition	Reported By: D. Thomas - Murray	
Vendor: Harris Cab Company	Vendor #: 600004710	
Contract # / P.O. / #:	Contract Name: Taxicab	
Contract Amount:	Award Date: June 24, 2010	
Purpose of Contract (Brief Description): To provide taxi cab services for Students in Transition transportation		
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 (please attach additional sheets if necessary). 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	very dependable
Timeliness of Delivery or Performance	5 ④ 3 2 1	No major concerns. Very responsive.
Business Relations	⑤ 4 3 2 1	Outstanding!
Customer Satisfaction	⑤ 4 3 2 1	Parents appreciate the customer service @ Metro Cab Company!
Cost Control	5 4 ③ 2 1	Reasonable
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"/>		





## BOARD RESOLUTION

Date: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Deanna Anderson, Exec. Director, Transportation

Agenda Item : 06-30-11-03

Information: ☐

Action: ☒

Action to be Approved: Bus Route Approval

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

**SUBJECT:** To approve the Summer School Transportation routes for SSFY11.

**BACKGROUND:** New DESE guidelines requires that the local board of education of a school district must approve the summer school routes in order to receive reimbursement for summer school transportation for students with disabilities. The route sheets for summer school are located in the Board 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:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Transportation


  
Deanna Anderson, Exec. Director, Transportation

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent

			
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# BOARD RESOLUTION

Date: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Deanna Anderson, Exec. Director, Transportation

Agenda Item : 06-30-11-04

Information: ☐

Action: ☒

Action to be Approved: Bus Route Approval

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

**SUBJECT:** Request approval of final bus routes for the FY10-11 school year. The report detailing the bus routes is available in the Board office.

**BACKGROUND:** As stipulated in the Department of Elementary and Secondary Education School Transportation Administrator's Handbook; title 5, 5CSR 30-61.00 requirements for the Operation of School Buses; Paragraph 1B;

"School bus routes over which school buses travel shall be approved by public school district board of education action for its initial approval (agenda item 10-14-10-02) and for the final approval of modifications made during the school year."

School bus routes are established at the beginning of the school year and adjusted during the year to accommodate changes because of mobility of the students, enrollment, and ridership. The final school bus routes for the 10-11 school year are located in the Board Office. In the St. Louis Public Schools, over 20,000 students are eligible for school bus transportation. There were 312 bus routes established at the beginning of the school year and 305 at the end of the school year.

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:		
Cost not to Exceed: \$ 0.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Transportation

Deanna Anderson, Exec. Director, Transportation

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent

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# BOARD RESOLUTION

Date: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-30-11-05

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

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

RFP/Bid # 040-1011

Prior Year Cost \$50,000

**SUBJECT:** To approve a contract with Mechanical Solutions, Inc. to provide boiler repair services for District schools and buildings in an amount not to exceed \$25,000 for the period beginning July 1, 2011 and ending June 30, 2012, 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. Services to repair steam and hot water boilers include 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 a one year contract with three options to renew.

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 #: 600004233

Department: Operations

Roger L. CayCe  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan  
Mary M. Houlihan, Dep. Supt., Operations

Angela Banks  
Angela Banks, Budget Director

Enos Moss  
Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams  
Dr. Kelvin R. Adams, Superintendent



June 2, 2011

## MEMORANDUM

**TO:** Rick Schaeffer: Purchasing Office

**FROM:** Tom Goodrich

**RE:** Bid Evaluation Record for RFP# 040-1011 Boiler Repair Services

The evaluation began at 5/25/11, 3:00p.m. and was concluded at 5/26/11 4:00 p.m. The evaluation committee consisted of the following:

Roger CayCe	Building Commissioner	SLPS
Tom Goodrich	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Rick Schaeffer	Purchasing Officer	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
American Boiler Company	See Bid Summary	280	No
Kickham Boiler	See Bid Summary	185	No
Mechanical Solutions	See Bid Summary	360	Yes

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

Tom Goodrich  
Construction Project Manager  
Operations Department

NAME: Roger L. CayCe

BID SUMMARY FOR RFP 040-1011 DISTRICT WIDE BOILER REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
American Boiler Company	\$85.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	No	Yes	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Kickham Boiler	\$98.00 Hourly rate for repairs 2012-2013: 7.5% 2013-2014: 7.5% 2014-2015: No Bid%	No	Yes	No	Good	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 0 )	Max 10% ( 10 )	45%
Mechanical Solutions Inc.	\$95.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	MBE Owner	Yes	Yes	Good	
Score	Max 40% ( 30 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	90%

NAME: Tom Goodrich

BID SUMMARY FOR RFP 040-1011 DISTRICT WIDE BOILER REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
American Boiler Company	\$85.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	No	Yes	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Kickham Boiler	\$98.00 Hourly rate for repairs 2012-2013: 7.5% 2013-2014: 7.5% 2014-2015: No Bid%	No	Yes	No	Good	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 0 )	Max 10% ( 10 )	45%
Mechanical Solutions Inc.	\$95.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	MBE Owner	Yes	Yes	Good	
Score	Max 40% ( 30 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	90%

NAME: Mike Dobbs

BID SUMMARY FOR RFP 040-1011 DISTRICT WIDE BOILER REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
American Boiler Company	\$85.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	No	Yes	Yes	Good	
Score	Max 40% (40)	Max 30% (0)	Max 10% (10)	Max 10% (10)	Max 10% (10)	70%
Kickham Boiler	\$98.00 Hourly rate for repairs 2012-2013: 7.5% 2013-2014: 7.5% 2014-2015: No Bid%	No	Yes	No	Good	
Score	Max 40% (30)	Max 30% (0)	Max 10% (10)	Max 10% (0)	Max 10% (10)	50%
Mechanical Solutions Inc.	\$95.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	MBE Owner	Yes	Yes	No boiler exp	
Score	Max 40% (35)	Max 30% (30)	Max 10% (10 )	Max 10% (10)	Max 10% (05)	90%

NAME: Yvonne Green

BID SUMMARY FOR RFP 040-1011 DISTRICT WIDE BOILER REPAIR SERVICES						
Contractor	Cost	M/WBE Participation	Prior Performance with SLPS	Use of P Card	Vendor's Experience and Demonstrative Performance	Scores
American Boiler Company	\$85.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	No	Yes	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Kickham Boiler	\$98.00 Hourly rate for repairs 2012-2013: 7.5% 2013-2014: 7.5% 2014-2015: No Bid%	No	Yes	No	Good	
Score	Max 40% ( 25 )	Max 30% ( 0 )	Max 10% ( 10 )	Max 10% ( 0 )	Max 10% ( 10 )	45%
Mechanical Solutions Inc.	\$95.00 Hourly rate for repairs 2012-2013: 3% 2013-2014: 3% 2014-2015: 3%	MBE Owner	Yes	Yes	Good	
Score	Max 40% ( 30 )	Max 30% ( 30 )	Max 10% ( 10 )	Max 10% ( 10 )	Max 10% ( 10 )	90%







# BOARD RESOLUTION

Date: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-30-11-06

Information: ☐

Action: ☒

Action to be Approved: RFP/Bid

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

RFP/Bid # PS# 03-1011

**SUBJECT:** To approve a contract with Servco Equipment Company to provide kitchen equipment installations for Central VPA High School as part of the Proposition S Bond program. This work will begin on June 17, 2011 and end on August 5, 2011 at a cost not to exceed \$584,315.00, which includes a 10% contingency of \$53,120.00.

**BACKGROUND:** This project is the first phase to upgrade the Central VPA High School kitchen into a production hub that will provide food production for itself and to deliver food to 4-spoke kitchens. This contractor shall furnish, and install kitchen equipment in accordance with specifications and school district standards. This work will be funded by the Proposition S Bond Program under the Cafeteria and Kitchen upgrade projects estimated at \$3,100,000.00. With this project and others previously approved, the balance of the Cafeteria and Kitchen Upgrades budget is \$2,515,685.00.

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)

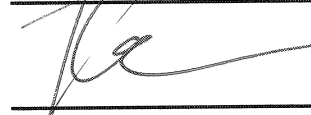
Fund Source: 905-00-910-2629-6333	Non-GOB	Requisition #:
Amount: \$584,315.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$584,315.00	<input type="checkbox"/> Pending Funding Availability	Vendor #: TBD

Department: Operations

  
Roger CayCe, Exec. Director-Operations/Bldg. Comm.

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



June 7, 2011

## MEMORANDUM

**TO: Rick Schaeffer: Purchasing Office**

**FROM: Tom Goodrich**

**RE: Bid Evaluation Record for PS# 03-1011 Kitchen Equipment Installation at Central VPA for Proposition S Bond Construction**

The evaluation began at 5/24/11, 1:00 p.m. and was concluded at 6/2/11 11:00 a.m. The evaluation committee consisted of the following:

Roger L. CayCe	Executive Director of Operations	SLPS
Tom Goodrich	Project Manager	SLPS
Mike Dobbs	Project Manager	SLPS
Yvonne Green	Project Manager	SLPS
Ronald Roberts	Construction Manager	Kwame Building Group
Rick Schaeffer	Purchasing Office	SLPS

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

Company Name	Bid Amount	Overall Score	Award (Y/N)
Servco Equipment Company	\$531,195.00	425	Yes
Ford Hotel Supply Company	\$662,298.00	390	No

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

Roger L. CayCe  
Executive Director of Operations

NAME: Roger L. CayCe

BID SUMMARY FOR PS 03-1011 KITCHEN EQUIPMENT INSTALLATION AT CENTRAL VPA - Prop S						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "P" Card Included in Pricing	Vendor's Experience	Scores
Servco	\$531,195.00	2.5% MBE Field Participation	Non Responsive	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 15 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%
Ford	\$662,298.00	100% WBE Owned	Non Responsive	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	

NAME: Tom Goodrich

BID SUMMARY FOR PS 03-1011 KITCHEN EQUIPMENT INSTALLATION AT CENTRAL VPA - Prop S						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Servco	\$531,195.00	2.5% MBE Field Participation	Non Responsive	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 15 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%
Ford	\$662,298.00	100% WBE Owned	Non Responsive	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	

NAME: Yvonne Green

BID SUMMARY FOR PS 03-1011 KITCHEN EQUIPMENT INSTALLATION AT CENTRAL VPA - Prop S						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Servco	\$531,195.00	2.5% MBE Field Participation	Non Responsive	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 15 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%
Ford	\$662,298.00	100% WBE Owned	Non Responsive	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	

NAME: Mike Dobbs

BID SUMMARY FOR PS 03-1011 KITCHEN EQUIPMENT INSTALLATION AT CENTRAL VPA - Prop S						
Contractor	Price	M/WBE Participation	SLPS Past Performance	Use of "p" Card Included in Pricing	Vendor's Experience	Scores
Servco	\$531,195.00	2.5% MBE Field Participation	Non Responsive	Yes	Good	
Score	Max 40% ( 40 )	Max 30% ( 15 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	75%
Ford	\$662,298.00	100% WBE Owned	Non Responsive	Yes	Good	
Score	Max 40% ( 20 )	Max 30% ( 30 )	Max 10% ( 0 )	Max 10% ( 10 )	Max 10% ( 10 )	70%
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	
Score	Max 40% ( )	Max 30% ( )	Max 10% ( )	Max 10% ( )	Max 10% ( )	





# BOARD RESOLUTION

Date: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-30-11-07

Information: ☐

Action: ☒

**Action to be Approved:**

Contract Extension/Amendment

Previous Board Resolution # 05-14-09-14

Prior Year Cost \$2,500,000

**Other Transaction Descriptors:**

(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve a renewal contract with Cooperating School Districts in conjunction with Tremco/Weatherproofing Technologies Inc. to provide roofing inspection, repair and replacement services for District schools and buildings as part of the Proposition S Bond Program. This work will begin on June 30, 2011 and end on October 29, 2013 at a cost not to exceed \$5,000,000.00.

**BACKGROUND:** The St Louis Public Schools, as a member of the Cooperating School Districts (CSD), utilizes a contract negotiated by CSD with Tremco/Weatherproofing Technologies Inc. to provide roofing repairs and replacement to District schools and buildings. The Tremco Corporation provides SLPS with roofing surveys, assessments and when required, the design and supervision of roof replacement or repairs as indicated in the attached budget spreadsheet by building. All roof work will be under warranty for labor and material. This work will be funded by the Proposition S Bond Program under the upgrade of building envelopes projects estimated at \$20,000,000.00. With this project and others previously approved, the balance of the building envelopes budget is \$13,000,000.00.

**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	Non-GOB	Requisition #:
Amount: \$5,000,000.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$5,000,000.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600004003

Department: Operations

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

May M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 6/20/11
Dept / School: Operations/District Wide		Reported By: Tom Goodrich
Vendor: CSD - Tremco		Vendor #: 600001140
Contract # / P.O. #: 4500154105		Contract Name: Roof replacements and maintenance
Contract Amount: \$ 2,500,000.00		Award Date: July 1, 2010
Purpose of Contract: Provide roofing inspections, repair and replacement services for all District wide schools and buildings.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
Category	Rating	Comments (Brief)
<b>Quality of Goods / Services</b>	5 4 3 2 1	Provides solutions to problems and performs quality workmanship with some minor problems
<b>Timeliness of Delivery or Performance</b>	5 4 3 2 1	Very quick to respond
<b>Business Relations</b>	5 4 3 2 1	Good customer service
<b>Customer Satisfaction</b>	5 4 3 2 1	Had no minor problems or complaints with the customers
<b>Cost Control</b>	5 4 3 2 1	Met all performance requirements; Minor problems; Effective corrective actions
<b>Average Score</b>	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: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Agenda Item : 06-30-11-08

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

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

Previous Board Resolution # 05-14-09-04

Prior Year Cost: \$20,713,490

**SUBJECT:** To approve a renewal contract with Aramark Management Services Limited Partnerships to provide facilities management services in all schools and buildings in the District beginning July 1, 2011 through June 30, 2012 at a cost not to exceed \$5,876,628.00, pending legal review and availability of funds.

**BACKGROUND:** The vendor will be responsible for providing all necessary management services, equipment and parts to perform:

Management of District Facilities staff  
Maintenance / Custodial Supplies  
Vehicles - Leasing, Operations, Insurance  
Computized Maintenance Management System

Grounds Services  
Snow Removal  
Energy management and savings programs

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: \$5,876,628.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$5,876,628.00	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600010294

Department: Operations

Roger CayCe, Exec. Director-Operations/Bldg. Comm.

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Interim Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

<b>Type of report:</b> Final <input type="checkbox"/> Annual <input checked="" type="checkbox"/>		<b>Report Date:</b> May 2, 2011
<b>Dept / School:</b> District Wide		<b>Reported By:</b> Roger L. CayCe
<b>Vendor:</b> Aramark Management Services		<b>Vendor #:</b> 600010294
<b>Contract # / P.O. #:</b> 4500153595/4500153596		<b>Contract Name:</b> Facilities Management Services
<b>Contract Amount:</b> \$18,754,262.00		<b>Award Date:</b> 1 July 2009
<b>Provide management for facilities and grounds maintenance and custodial services for district wide schools and buildings.</b>		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
<b>Quality of Goods / Services</b>	5	<ul style="list-style-type: none"> <li>- Met 75% goal completing work orders</li> <li>- Met 85% goal of overall building cleanliness, but still needs some improvement</li> </ul>
	4	
	3	
	2	
	1	
<b>Timeliness of Delivery or Performance</b>	5	<ul style="list-style-type: none"> <li>- Staffing deficient: slow to fill positions</li> <li>- Filled Energy manager position 2 yrs late</li> <li>- Vehicles deficient from beginning of contract</li> <li>- Communications: slow to reply to requests</li> </ul>
	4	
	3	
	2	
	1	
<b>Business Relations</b>	5	<ul style="list-style-type: none"> <li>- Communications: no replies and slow replies to requests by phone or email</li> <li>- Service call employees not informed of current events</li> </ul>
	4	
	3	
	2	
	1	
<b>Customer Satisfaction</b>	5	<ul style="list-style-type: none"> <li>- Good surveys from the customer</li> </ul>
	4	
	3	
	2	
	1	
<b>Cost Control</b>	5	<ul style="list-style-type: none"> <li>- No change orders</li> <li>- Not reporting Purchased Services transactions</li> </ul>
	4	
	3	
	2	
	1	
<b>Average Score</b>	3.6	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 <input checked="" type="checkbox"/> No <input type="checkbox"/>		

## VENDOR PERFORMANCE REPORT INSTRUCTIONS





# Board Resolution

Date: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Althea Albert-Santiago, Director - Food Service

Agenda Item: 06-30-11-09

Information: \_\_\_\_\_

Action: X

## Action to be Approved:

X

### Contract Renewal

Previous Bd. Res. # 08-06-10-25

Prior Year Cost \$ 13,349,848.00

## Other Transaction Descriptors:

## SUBJECT:

Request to approve a contract renewal with Chartwells Food Service (a division of the Compass Group USA, Inc.) for food services provided to the St. Louis Public School students for the 2011-2012 school year. The term of this contract shall be for the period July 1, 2011 through June 30, 2012, unless terminated by either Party without cause by giving sixty(60) days notice in writing. Means for District Food Services are provided under the guidelines and funding provided through the Federal Free and Reduced Meals Program. The cost of the contract is not to exceed \$13,349,848. This is the 3rd year of a four year option contract.

## BACKGROUND:

The total cost of the contract will be determined based on the number of students enrolled in the District and the number of meals served under the guidelines of the Federal Free and Reduced Meals Program. The funds used to provide this service to District students come from the Federal Free and Reduced Meals Program administered by the USDA and not from the District General Operating Funds. Under the renewal of this agreement, Chartwells Food Service will manage the 2011-2012 regular and Summer (2012) school food service programs, as well as the vending operations located in the cafeterias and kitchens of District school facilities. Pending Availability of funds.

Accountability Plan Goal: Goal III: Facilities, Resources Support

Objective/Strategy:

III.G

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

Fund Source: 906 - 00 - 510 - 3111 - 6319

Non GOB

Requisition #:

Amount: \$ 13,349,848.00

Fund Source: - - - -

Requisition #:

Amount:

Fund Source: - - - -

Requisition #:

Amount:

Cost not to Exceed: \$ 13,349,848.00

X

Pending Funding Availability

Vendor #:

600012482

Department:

Food Service

Althea Albert-Santiago, Director - Food Service

Mary M. Houlihan, Dep. Supt., Operations

Angela Banks, Budget Director

Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





## Vendor Performance Report

<b>Type of report:</b> Final <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/>		<b>Report Date:</b> 5/31/2011
<b>Dept / School:</b> Food Services		<b>Reported By:</b> Althea Albert-Santiago
<b>Vendor:</b> Chartwells-Thompson		<b>Vendor #:</b> 600012482
<b>Contract # / P.O. #:</b> 4500154091		<b>Contract Name:</b> Food Service Management
<b>Contract Amount:</b> \$ 13,349,848		<b>Award Date:</b> 8/9/10
<b>Purpose of Contract (Brief Description):</b> Food Services Management in St. Louis Public Schools		
<b>Performance Ratings:</b> 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		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 4 x 3 2 1	
Timeliness of Delivery or Performance	5 4x 3 2 1	
Business Relations	5 4 x 3 2 1	
Customer Satisfaction	5 4 x 3 2 1	
Cost Control	5 4x 3 2 1	
<b>Average Score</b>	<b>4.0</b>	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 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: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Althea Albert-Santiago, Director, Food Service

Agenda Item: 06-30-11-10

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 11-30-10-06

Other Transaction Descriptors: Prior Yr Receipt \$79,066.92  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the contract renewal with Preferred Meal Systems, Inc. for their lease of our warehouse located at 5020 Lexington Avenue. The period of the lease will be July 1, 2011 through June 30, 2012. Preferred Meal Systems will pay SLPS a monthly lease rate of \$6,781.43. The total lease payments to SLPS will be \$81,377.13.

**BACKGROUND:** Preferred Meal Systems, Inc. is the elementary school meal provider for the District and uses the SLPS warehouse at Lexington to stage the food to be delivered to the schools. They are a subcontractor for Chartwells.

Accountability Plan Goals: Goal III: Facilities, Resources Support


Objective/Strategy: III.G.1.


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

Fund Source: Fund 510	Non-GOB	Requisition #:
Amount: \$81,377.13		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Lease Proceeds: \$81,377.13	<input type="checkbox"/> Pending Funding Availability	Vendor #:

Department: Food Services

  
Althea Albert-Santiago, Director, Food Services

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

Dr. Kelvin R. Adams, Superintendent





# BOARD RESOLUTION

Date: June 7, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Althea Albert-Santiago, Director, Food Service

Agenda Item : 06-30-11-11

Information: ☐

Action: ☒

Action to be Approved:  
Acceptance of Funds/Funding

Previous Board Resolution # 09-3-10-09

Other Transaction Descriptors: Prior Yr Acceptance \$93,055  
(i.e.: Sole Source, Ratification)

**SUBJECT:** To approve the acceptance and expenditure of \$245,674.00 in reimbursable funds from the Missouri Department of Elementary and Secondary Education (DESE), School Food Services, for the Fresh Fruit and Vegetable Program in the 2011-12 school year at 15 selected SLPS schools. The schools are Adams, Ames, Clay, Kottmeyer, Ford, Hamilton, Hodgen, Jefferson, Laclede, Lexington, Lyon, Mallinckrodt, Mason, Woerner and Washington.

**BACKGROUND:** The Fresh Fruit and Vegetable Program through DESE is being renewed at all six schools that received funds in 2010-11. For the 2011-12 year, nine schools have been added to the program. The program encourages but does not mandate, the use of local vendors, even allowing grocery store purchases. As such, the District is encouraging schools to spread out purchases to local vendors, who supply produce in the school neighborhoods where possible, and to other vendors in the St. Louis area who may be able to supply unique and quality produce to the schools. The use of Sysco, Old Tyme Produce, and Sunfarm Produce, who have participated in the program and District food service programs in the past, is also encouraged.

Accountability Plan Goals: Goal III: Facilities, Resources Support


Objective/Strategy: III.G.1.


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


Fund Source: Fund 510	Non-GOB	Requisition #:
Amount: \$245,674.00		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$245,674.00	<input type="checkbox"/> Pending Funding Availability	Vendor #:

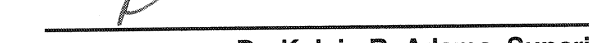
Department: Food Services

  
Althea Albert-Santiago, Director, Food Services

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



**Date:** May 26, 2011  
**To:** Authorized Representative, Child Nutrition Programs (115-115)  
**From:** Karen Wooton, Coordinator, School Food Services  
**Subject:** Acceptance into the Fresh Fruit and Vegetable Program for SY 2011-2012

The Missouri Department of Elementary and Secondary Education, School Food Services (SFS), would like to thank you for submitting an application for the Fresh Fruit and Vegetable Program (FFVP) for School Year (SY) 2011-2012. The submitted applications have been reviewed and SFS is pleased to announce the applications for the buildings listed below have been **APPROVED**. Instructions for implementation and administration of the FFVP are contained in the *Fresh Fruit and Vegetable Program Handbook*, which can be found on the DESE, SFS website under '[Publications](#)'.

Training is required each year for participation in the FFVP. The training is available on the SFS website under the '[Webinars and Workshops](#)' button. The training is directed to the coordinator of the FFVP for each LEA. It is also important for all operators of the program to understand the requirements; therefore, the training is encouraged for all staff involved with administering the FFVP. The FFVP Training Documentation has been attached and must be completed and returned before claims will be reimbursed.

Entitlements for the FFVP were determined by taking the total number of students enrolled at each accepted buildings from the October 2010 claim and multiplying it by the per student entitlement. The per student entitlement rate was determined by dividing Missouri's total entitlement for the FFVP by the total number of students enrolled in the accepted schools ( $\$3,062,478 \div 61,053$ ).

Schools must obligate approximately 15% of the FFVP funds prior to September 30, 2011, in order to receive full entitlement for the FFVP. Obligation is defined as an order placed by the specific date, even if delivery will occur at a later date (ex. an order placed Sept 25 for delivery on October 5, would be obligated by September 30). The remainder of the funds will be available after October 1, 2011, and must be obligated by June 30, 2012. The breakdown of FFVP funds is as follows:

<u>Building Code</u>	<u>Building Name</u>	<u>Entitlement Prior to Sept. 30, 2011</u>	<u>Entitlement for the remainder of SY 11-12</u>	<u>Total FFVP Entitlement</u>
4000	ADAMS ELEM.	\$2,568.90	\$14,557.10	\$17,126.00
4250	AMES VISUAL/PERF. ARTS	\$3,012.15	\$17,068.85	\$20,081.00
4360	CLAY ELEM.	\$1,487.25	\$8,427.75	\$9,915.00
4510	KOTTMAYER	1,464.75	\$8,300.25	\$9,765.00
4630	FORD-FORD BR. ELEM. COMM. ED.	\$2,674.05	\$15,152.95	\$17,827.00
4780	HAMILTON ELEM. COMMUNITY ED.	\$2,621.55	\$14,855.45	\$17,477.00
4920	HODGEN ELEM.	\$2,110.65	\$11,960.35	\$14,071.00
5020	JEFFERSON ELEM.	\$1,900.35	\$10,768.65	\$12,669.00
5060	LACLEDE ELEM.	\$2,396.10	\$13,577.90	\$15,974.00

<u>Building Code</u>	<u>Building Name</u>	<u>Entitlement Prior to Sept. 30, 2011</u>	<u>Entitlement for the remainder of SY 11-12</u>	<u>Total FFVP Entitlement</u>
5100	LEXINGTON ELEM.	\$1,983.00	\$11,237.00	\$13,220.00
5180	LYON ACADEMY - BASIC INSTR.	\$3,425.25	\$19,409.75	\$22,835.00
5240	MALLINCKRODT A.B.I. ELEM.	\$1,614.90	\$9,151.10	\$10,766.00
5340	MASON ELEM.	\$3,147.30	\$17,834.70	\$20,982.00
5970	WOERNER ELEM.	\$3,019.65	\$17,111.35	\$20,131.00
6010	WASHINGTON MONTESSORI	\$3,425.25	\$19,409.75	\$22,835.00

To receive reimbursement for the FFVP, claims must be submitted in the SFS web application system. In no instance will advance funds be provided. All funds provided to a building must be utilized. SFS will closely monitor the monthly claims. Failure to submit a claim for the FFVP for two months will result in a warning from SFS. If a claim is not made for three months, it could result in removal from the FFVP and the funds will be given to another LEA.

Monthly reimbursement claims will be broken down into two categories: Operating Costs and Administrative Costs. Operating Costs are documented expenses for purchasing, delivering, preparing, and serving fresh fruits and vegetables. Schools may also claim up to 10% of the total FFVP entitlement for Administration Costs, which may include purchasing equipment to operate the FFVP, expenses incurred for planning the FFVP, managing the paperwork, and all other aspects of the FFVP that are not related to the preparation and service of fresh fruits and vegetables. For more assistance please reference the *FFVP Handbook*, page 22-24, Reimbursable Costs.

Funding for the FFVP is to be used primarily for the purchase of fresh fruits and vegetables. SFS will carefully review all claims for allowable and reasonable expenditures. Your LEA may be contacted to explain any questionable or excessive costs.

The fruits and vegetables used for the FFVP must consist of only **FRESH** produce. The following will not be allowable: processed or preserved fruits and vegetables (i.e., canned, frozen, or dried), dips for fruit, jellied fruit, trail mix, nuts, cottage cheese, smoothies, and most non-food items (except those allowed under administrative/operational costs in the *FFVP Handbook*.)

The FFVP must be made equally available, at no cost, to all students of the participating buildings regardless of a student's free, reduced or full price status. Students must participate in the FFVP during regular school hours, and outside of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Funds cannot be spent on FFVP for the summer term.

There are no requirements at this time concerning any production records or menus for the FFVP; however schools are required to keep receipts for all costs associated with the FFVP. Records must be kept for three school years plus the current school year's information. If FFVP produce is ordered along with orders for the NSLP or SBP, then schools must keep a separate copy of the receipt in the FFVP file and distinguish the quantities that were used for the FFVP. If there is a delivery charge associated with a receipt, schools are allowed to prorate the delivery charge as an expense for the produce.







## BOARD RESOLUTION

Date: June 8, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Chief Information Ofr.

Agenda Item : 06-30-11-12

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 09-09-10-07

Prior Year Cost \$3,500,000

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

**SUBJECT:** To approve the second year of a contract renewal with Schiller's Corporation, KCAV and Haddock Education Technologies as the standard vendors for interactive boards, projectors, student response systems, eBeams and various peripherals, beginning July 1, 2011 through June 30, 2012 at an expenditure not to exceed \$3,500,000.00.

**BACKGROUND:** This project encompasses entering into a contractual agreement with various vendors for standardization and direct purchase of Interactive boards and projection systems as requested through the use of GOB, Title, SIG and Prop S Funds. The contract requires the vendor to deliver and install all units.

Accountability Plan Goals: Goal III: Facilities, Resources Support

Objective/Strategy: III.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:		
Cost not to Exceed: \$3,500,000	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: Various

Department: Technology Services

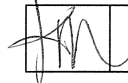
  
Dr. Jesolyn Larry, Interim Chief Information Ofr.

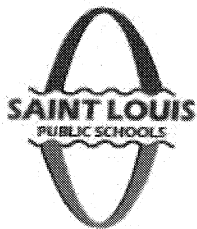
  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

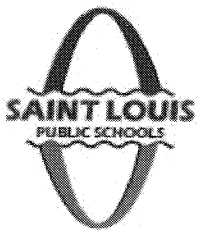
  
Dr. Kelvin R. Adams, Superintendent

			
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## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 06-06-2011	
Dept / School: Information Technology		Reported By: J. F. Larry	
Vendor: KCAV		Vendor #: 600000924	
Contract # / P.O. / #:		Contract Name:	
Contract Amount: \$ 3,500,000.00		Award Date: 5-26-2011	
Purpose of Contract (Brief Description): To provide problem resolution support for all technology systems.			
<b>Performance Ratings:</b> 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			
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>	
Quality of Goods / Services	5 4 X 3 2 1		
Timeliness of Delivery or Performance	5 4 X 3 2 1		
Business Relations	5 4 X 3 2 1		
Customer Satisfaction	5 4X 3 2 1		
Cost Control	5 4 X 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

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 06-06-2011	
Dept / School: Information Technology		Reported By: J. F. Larry	
Vendor: Haddock		Vendor #: 600013273	
Contract # / P.O. #:		Contract Name:	
Contract Amount: \$ 3,500,000.00		Award Date: 5-26-2011	
Purpose of Contract (Brief Description): To provide problem resolution support for all technology systems.			
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory			
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>	
Quality of Goods / Services	5 4 X 3 2 1		
Timeliness of Delivery or Performance	5 4 X 3 2 1		
Business Relations	5 4 X 3 2 1		
Customer Satisfaction	5 4X 3 2 1		
Cost Control	5 4 X 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

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 06-06-2011
Dept / School: Information Technology		Reported By: J. F. Larry
Vendor: Schiller's		Vendor #: 600005238
Contract # / P.O/ #:		Contract Name:
Contract Amount: \$ 3,500,000.00		Award Date: 5-26-2011
Purpose of Contract (Brief Description): To provide problem resolution support for all technology systems.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 4 X 3 2 1	
Timeliness of Delivery or Performance	5 4 X 3 2 1	
Business Relations	5 4 X 3 2 1	
Customer Satisfaction	5 4X 3 2 1	
Cost Control	5 4 X 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"/>		





# BOARD RESOLUTION

Date: June 8, 2011

To: Dr. Kelvin R. Adams, Superintendent

From: Dr. Jesolyn Larry, Interim Chief Information Ofr.

Agenda Item : 06-30-11-13

Information: ☐

Action: ☒

Action to be Approved: Contract Renewal

Previous Board Resolution # 09-09-10-06

Prior Year Cost \$5,500,000.00

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

**SUBJECT:** To approve the second year of a contract renewal with Dell Corporation as the standard vendor for technology purchases for items such as personal laptops, desktops, tables, servers, storage devices and peripherals, beginning July 1, 2011 through June 30, 2012 at an expenditure not to exceed \$5,500,000.00.

**BACKGROUND:** This project encompasses entering into a contractual agreement with Dell Corporation for standardization and direct purchase of servers, storage devices, peripherals, desktop, notebook and laptop computers. The contract requires that Dell image, install and deliver all units. Dell is a diversified supplier that sells numerous products directly to its customers. This model allows building each system to order and ensures that the District receives systems configured to specifications at competitive prices. The equipment will be purchased from GOB, Title, SIG and Proposition S funds.

Accountability Plan Goals: Goal III: Facilities, Resources Support

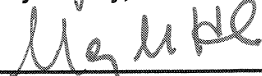
Objective/Strategy: III.A.

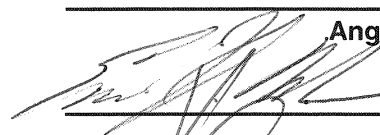
FUNDING SOURCE: (ex: 111 Location Code - 00 Project Code - 110 Fund Type - 2218 Function- 6411 Object Code)

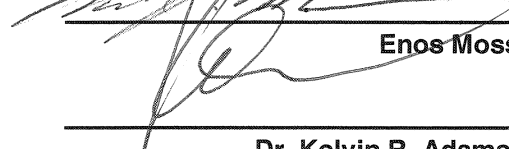
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Fund Source:		Requisition #:
Amount:		
Cost not to Exceed: \$5,500,000	<input checked="" type="checkbox"/> Pending Funding Availability	Vendor #: 600005394

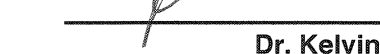
Department: Technology Services

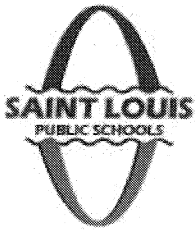
  
Dr. Jesolyn Larry, Interim Chief Information Ofr.

  
Mary M. Houlihan, Dep. Supt., Operations

  
Angela Banks, Budget Director

  
Enos Moss, CFO/Treasurer

  
Dr. Kelvin R. Adams, Superintendent



## Vendor Performance Report

Type of report: Final <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/>		Report Date: 06-06-2011
Dept / School: Information Technology		Reported By: J. F. Larry
Vendor: Dell		Vendor #: 600005394
Contract # / P.O. / #:		Contract Name:
Contract Amount: \$ 5,000,000.00		Award Date: 5-26-2010
Purpose of Contract (Brief Description): To provide problem resolution support for all technology systems.		
<b>Performance Ratings:</b> 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> ). <b>Ratings</b> 5 = Exceptional; 4 = Very Good; 3 = Satisfactory; 2 = Marginal; 1 = Unsatisfactory		
<b>Category</b>	<b>Rating</b>	<b>Comments (Brief)</b>
Quality of Goods / Services	5 4 X 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 4 X 3 2 1	
Cost Control	5 4 X 3 2 1	
Average Score	4.4	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"/>		