



BoardDocs Cover Page

(Due to final Cabinet-level approval on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	December 7, 2022	
Agenda Session: (Category)	<input checked="" type="checkbox"/> Work Session (Bids, former F&F items, grant approvals etc.) <input type="checkbox"/> Closed <input type="checkbox"/> Regular, Preliminary Items (System Recognitions)	<input type="checkbox"/> Regular, Action/Consent <input type="checkbox"/> Board Items <input type="checkbox"/> Public Hearing <input type="checkbox"/> Board Committee
Title (Subject):	RFP 23MISC4, Consultant Services for Special Education Program Audit	
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public
Type:	<input type="checkbox"/> Business Item <input type="checkbox"/> Policy Item <input type="checkbox"/> Strategic Plan Item <input type="checkbox"/> System Recognition <input checked="" type="checkbox"/> Action (e.g., bids, action/consent items) <input type="checkbox"/> Consent (e.g., staffing, policies)	<input type="checkbox"/> Information (e.g., grants under \$50K, *grants over \$50K are Information/Discussion/Action) <input type="checkbox"/> Discussion <input type="checkbox"/> Minutes <input type="checkbox"/> Report <input type="checkbox"/> Special Agenda Type <input type="checkbox"/> Procedure
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input type="checkbox"/> 3-Resource Allocation	<input checked="" type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety
Recommended Action:	Board approval of RFP 23MISC4, Consultant Services for Special Education Program Audit	
Backup Documents:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many? _____ Submitted: <input checked="" type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Comment: _____ Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this item to BoardDocs is responsible for emailing the approved PPT to jeremy.eccard@fcps.org, amelia.ross@fcps.org, jeremiah.johnson@fcps.org, brandon.oland@fcps.org and Eric.Phillips@fcps.org.	

PURPOSE OF PRESENTATION: Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

BACKGROUND/SUMMARY: The recommendation is to establish a contract with a qualified independent firm to audit FCPS Special Education Programs.

Staff recommends that RFP 23MISC4, Consultant Services for Special Education Program Audit be awarded to Public Consulting Group, LLC of Boston, MA.

PRESENTER(S) & TITLE(S):

Bill Meekins, CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager
 Troy Keller, Director, Special Education
 Linda Chambers, Director, Special Education

SUBMITTED BY:

Bill Meekins, CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager
 Leslie R. Pellegrino, CPA, Chief Financial Officer

RFP 23MISC4
CONSULTANT SERVICES FOR SPECIAL EDUCATION PROGRAM AUDIT

FACT SHEET

A. **Overview:** This recommendation is to establish a contract with a qualified independent firm to audit FCPS Special Education Programs.

1. **Bid participation:**

12 bids downloaded
4 companies submitted a bid

2. **Bids were received from:**

FYI-CSI, LLC (Milford, MI)
Public Consulting Group, LLC (Boston, MA)
Sanford Federal, Inc. (Stanford, VA)
The Ability Challenge, Inc. (Chevy Chase, MD)

3. **Other Facts:**

- The term of the contract shall be one (1) year, with the contract to start on the date award. Final results of the audit are due March 31, 2023.
- FCPS is requesting the following deliverables from the audit: review and identify a proper organizational structure, identify staffing services required to support the program, identify any software packages that will assist with management and staffing, suggestions on efficient delivery of services to students, suggestions on improving the coordination of activities and services, and identify specific strategies to increase effectiveness of services.
- A committee of FCPS staff independently reviewed and evaluated each proposal. The three highest scoring firms were interviewed. Following the interview process, the cost proposals of the two highest firms were evaluated. Selection is based on the total score of each bidder's technical and cost proposals.
- The contract will be co-administered by Dr. Linda Chambers, Director of Special Education (Secondary Programs) and Troy Keller, Director of Special Education (Elementary Programs).

4. **Source of Funding:** American Rescue Plan (ARP) Federal Grant

B. **Recommendation:** Staff recommends that RFP 23MISC4, Consultant Services for Special Education Program Audit be awarded to Public Consulting Group, LLC, at a cost of \$145,000.

C. **Action taken by the Board (Purchasing use only):**

BM <u> </u> Approved	<u> </u> Denied	<u> </u> Deferred	<u> </u> Other	BM/mg
<u>12.7.22</u> Date	<u> </u> Date	<u> </u> Date	<u> </u> Date	BOE Meeting: 12.07.22

Scoring Summary

Firm	Technical Score (70 Points Maximum)	Fee Score (30 Points Maximum)	Total Score
Public Consulting Group LLC	58.2	25.9	84.1
FYI-CSI, llc remote	51.7	27.6	79.3
FYI-CSI, llc in-person	51.7	25.6	77.3
The Ability Challenge	43.7	30.0	73.7
SANFORD FEDERAL, INC.	30.7	5.2	35.9

Scoring Criteria

Company Profile
 Scope of Work Deliverables
 Experience with Public School Systems
 Financials
 Legal Issues
 References
 Cost Proposals

Bid Tabulation

Firm	Total Amount
Public Consulting Group LLC	\$ 145,000
FYI-CSI, llc in-person	\$ 146,575
FYI-CSI, llc remote	\$ 136,075
The Ability Challenge	\$ 125,000
SANFORD FEDERAL, INC.	\$ 722,400