

Purchasing Office
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Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Roy McHaffa, CPP, CPDW, Purchasing Agent
David Guzman, Purchasing Agent

MEMORANDUM

TO: Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager
FROM: Kim Miskell, CSBO, Assistant Purchasing Manager
DATE: May 24, 2024
SUBJECT: RFQ 24FQ8, Redistricting Consulting Services

In accordance with purchasing regulation 205-01, formal request for quotation will be issued for costs \$50,000-\$100,000 and will be awarded by the Purchasing Department. I am requesting your consideration of the above-mentioned formal quote.

Attached, please find the summary of award and back-up recommendation for formal quote 24FQ8, Redistricting Consulting Services. The total services to be provided during the contract period are not expected to exceed \$100,000.

Please indicate your approval by signing below.

APPROVED:

Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP
Purchasing Manager

Date

KM/sg

Enclosure

RFQ 24FQ8
REDISTRICTING CONSULTING SERVICES

FACT SHEET

A. **Overview:** This recommendation is to enter into a contract with a qualified firm to assist and facilitate a boundary change process aligning to existing Frederick County Public Schools (FCPS) Board of Education (BOE) policy 200 and subsequent supporting policies. This redistricting study will involve two elementary schools in Frederick County. Tasks/deliverables will include: 1) Develop a standard redistricting process that includes schedule templates, 2) Community engagement plan 3) Impartial data collection and analysis of study area 4) Boundary Scenario testing 5) Facilitate community engagement meetings 6) Recommended options. Quotes were opened on April 30, 2024.

1. **Bid participation:**

21 bids downloaded
3 companies submitted a bid

2. **Bids were received from:**

Citygate GIS LLC (Annapolis, MD)
Cropper GIS Consulting, LLC (Delaware, OH)
Woolpert Inc. (Dayton, OH)

3. **Other facts:**

- The contract shall be effective from the date of award through completion of the project.
- Project Deliverables 1, 2 and 3 will be funded in FY24 with the balance being funded in FY25.
- This contract will be administered by Adnan Mamoon, Director, Capital Programs

4. **Source of funding:** FY24 Approved Operating Budget and contingent upon FY25 Operating Budget.

B. **Recommendation:** Staff recommends that RFQ 24FQ8, Redistricting Consulting Services, be awarded to Cropper GIS Consulting LLC, per the attached bid tabulation.

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

____ Approved	____ Denied	____ Deferred	____ Other	KM/sg
____ Date	____ Date	____ Date	____ Date	

RFQ 24FQ8. REDISTRICTING CONSULTING SERVICES
BID TABULATION

	Citygate GIS LLC	Cropper GIS Consulting, LLC	Woolpert Inc.
Deliverables	Lump Sum Price	Lump Sum Price	Lump Sum Price
Deliverable 1: Develop a Standard Redistricting Process including Schedule Templates	\$ 4,000.00	\$ 5,000.00	\$ 7,000.00
Deliverable 2: Community Engagement Plan	\$ 5,000.00	\$ 20,000.00	\$ 15,485.00
Deliverable 3: Impartial Data Collection and Analysis of Study Area	\$ 10,000.00	\$ 15,000.00	\$ 29,000.00
Deliverable 4: Boundary Scenario Testing	\$ 6,000.00	\$ 15,000.00	\$ 11,000.00
Deliverable 5: Facilitate Community Engagement Meetings	\$ 8,000.00	\$ 25,000.00	\$ 60,700.00
Deliverable 6: Recommended Options	\$ 5,000.00	\$ 5,000.00	\$ 37,485.00
Total	\$ 38,000.00	\$ 85,000.00	\$ 160,670.00

RFQ 24FQ8, Redistricting Consulting Services

Best and Final Offer

	<u>Cropper GIS Consulting, LLC</u>
Deliverables	Lump Sum Price
Deliverable 1: Develop a Standard Redistricting Process including Schedule Templates	
<u>Breakout Costs:</u>	\$ 3,750.00
Staffing Utilized: <u>1 Staff Member at \$187.50/hour</u> Number of Hours: <u>20</u> Materials and Other Expenses: <u>\$0</u> Travel Costs: <u>\$0</u>	
Deliverable 2: Community Engagement Plan	
<u>Breakout Costs:</u>	\$ 3,750.00
Staffing Utilized: <u>1 Staff Member at \$187.50/hour</u> Number of Hours: <u>20</u> Materials and Other Expenses: <u>\$0</u> Travel Costs: <u>\$0</u>	
Deliverable 3: Impartial Data Collection and Analysis of Study Area	
<u>Breakout Costs:</u>	\$16,250-\$23,750
Staffing Utilized: <u>2 Staff Member at \$187.50/hour</u> Number of Hours: <u>Depends on Scope but estimate 60 to 100</u> Materials and Other Expenses: <u>\$0</u> Travel Costs: <u>\$5,000</u>	
Deliverable 4: Boundary Scenario Testing	
<u>Breakout Costs:</u>	\$37,500-\$65,625
Staffing Utilized: <u>2 Staff Member at \$187.50/hour</u> Number of Hours: <u>Depends on Scope but estimate 200 to 350</u> Materials and Other Expenses: <u>\$0</u> Travel Costs: <u>\$0</u>	
Deliverable 5: Facilitate Community Engagement Meetings	
<u>Breakout Costs:</u>	\$15,625-\$25,625
Staffing Utilized: <u>2 Staff Member at \$187.50/hour</u> Number of Hours: <u>Depends on Scope but estimate 54 to 78</u> Materials and Other Expenses: <u>\$500 - \$1,000</u> Travel Costs: <u>\$5,000 - \$10,000</u>	
Deliverable 6: Recommended Options	
<u>Breakout Costs:</u>	\$ 6,250.00
Staffing Utilized: <u>2 Staff Member at \$187.50/hour</u> Number of Hours: <u>20</u> Materials and Other Expenses: <u>\$0</u> Travel Costs: <u>\$2,500</u>	

RFQ 24FQ8, Redistricting Consulting Services

Best and Final Offer

	<u>Cropper GIS Consulting, LLC</u>
Deliverables	Lump Sum Price
Please provide a price breakout for each deliverable and a lump sum price that includes staffing utilized, number of hours, materials and other expenses.	Attached: Yes
Please attach a Standard List of Fees for your firm.	Attached: Yes