

BOARD OF EDUCATION NO.103 –03/04

Business Services and Information Technology Divisions  
for presentation to the Board of Education on October 14, 2003  
via Audit, Business and Technology Committee

**SUBJECT: RESULTS FROM INFORMATION TECHNOLOGY DIVISION'S  
SECOND REQUEST FOR PROPOSAL (RFP) FOR BENCH CONTRACT  
SERVICES**

**A. PROPOSAL**

It is proposed that the Board of Education authorize entering into Bench contracts with the vendors listed in Attachment A. At the Board's request a second Request for Proposal (RFP) process for the Bench contract has been completed as part of a continuing effort to expand the number of vendors available and to include small business vendors.

**B. BACKGROUND**

In September 2002, Procurement Services Group and Information Technology Division initiated a request for proposal (RFP) process by mailing a RFP to over 200 vendors of varying sizes, placing an advertisement in a newspaper of general circulation, and posting the RFP on the internet. The goal of the process was to establish a District "CMAS" type program under which the District will contract with a group of pre-qualified vendors that will agree to perform discrete tasks, if requested. The vendors under contract are referred to as the "Bench."

In July 2003, a second Bench RFP was advertised with an expanded number of categories of technology services. Forty-two vendors responded to the RFP and 29 were selected for inclusion in the bench contract (see Attachment A).

The Bench contract program has streamlined the procurement process for ITD projects with tight schedules and project deadlines. Currently most professional service ITD contracts require an RFP and legal review that is time consuming. Because Bench vendors were chosen pursuant to a competitive RFP and legal review is minimized because the master contract has passed legal scrutiny, the procurement process is considerably shortened. ITD has published administrative procedures for use of the Bench contract by its Directors.

**Categories of Services**

Six new categories of service have been added to the bench contract for a total of thirteen service categories. Task orders may be issued for services in the following areas:

### **Original Service Categories**

Program and Project Management  
Database Administration  
Training and related training services  
Software application development and programming  
Network project management  
Network configuration services  
Web and Portal services

### **New Service Categories**

Off-Site Data Entry  
Security Configuration  
Software Support  
Server Administration  
Short-Term Support Services  
Document Management

### **Selection Process**

Evaluation teams were established to review and rate all proposals received in accordance with the criteria stated in the RFP. Vendors responding to the Bench RFP for the first time could submit their qualifications in any of the thirteen categories of service identified above. Vendors that participated in the first Bench RFP could submit for the new service categories only. Those deemed qualified will be included on the Bench as a potential source for future projects. No limit as to the number of firms for each service category was established. The District reserves the right to initiate separate RFP's for specific projects should it determine the need to do so. Further, the District will issue solicitations within one-year to eighteen-month periods of the contract duration to increase the bench participation, particularly for small businesses.

### **Master Contract/Initiation of Task Orders/Task Order Reporting**

Each new Bench vendor will execute a master contract having a zero value. As work is identified, ITD will have the option of either selecting a firm to submit a proposal to fulfill a special task or seeking proposals from several Bench vendors. The vendor selection will be based on qualifications, including experience that closely matches the required scope of work, availability, schedule and rates. Once selected, ITD will issue a task order detailing particulars as to deliverables, schedule, hours, personnel, etc. If the task order is under the statutory delegation of authority amount, the task order will be executed, signed by the Chief Information Officer, and submitted along with other professional service agreements that are within delegated authority in a board report. If the task order exceeds the statutory delegation of authority (currently \$59,600), a description of the task order will be submitted to the Board in a direct report for approval prior to executing the task order. The Task Order will become an attachment to the master contract.

## **Small Business Vendors**

Of the twenty-nine vendors listed in Attachment A for the second Bench RFP, twenty-two have been determined to meet the criteria to be designated as a small business. Combining the first and second RFP results, the bench contract now has a total of 75 vendors of which 52 or 69% qualify as small businesses.

### **C. POLICY IMPLICATIONS**

The requested actions do not involve any change to current District policies.

### **D. BUDGET IMPLICATIONS**

It is estimated that Measure K bond funds and ITD new systems development may generate as much as \$100 million in Bench contract services over the next five years. Each task order will be budgeted and funded through the project budgets. The initial authorization approved with the first Bench contracts was \$40 million. Other District offices have requested to use the ITD Bench contracts, when they need similar services. Other Divisions are expected to comply with the procedures set by ITD and Procurement for executing work orders under the Bench. However, rather than having each Division individually request an increase in the Bench ceiling from the Board as originally proposed last year, it is recommended ITD request an increase in the ceiling on behalf of all users of the Bench contract when we are within \$10 million of the \$40 million ceiling. Quarterly reports will continue to be given to the Board on the status of contracts executed under the Bench contract.

### **E. DESEGREGATION IMPACT STATEMENT**

This report relating to authorization and financing of contracts does not require a Desegregation Impact Statement.

### **F. RECOMMENDATION**

1. The Board of Education authorize the Superintendent or his designee to execute four-year multiple award agreements with the companies identified in Attachment A to provide technical services to Information Technology Division (ITD) in an amount not to exceed \$40 million. The Chief Information Officer will come back to the Board for approval of additional not to exceed amounts when required.
2. Authorize the Chief Information Officer to develop task orders under these agreements and execute those task orders within the statutory authorized delegation authority of \$59,600 (or this amount adjusted annually), and seek Board approval through a direct report for task orders exceeding the statutory authorized delegation of authority prior to execution.

3. Authorize the Chief Information Officer and the Procurement Services Group to issue a Request for Proposal (RFP) to add additional firms to the group of Bench contractors within one-year to eighteen-month periods of the five-year duration of the contract.

**G. COMMITTEE RECOMMENDATION**

The Audit, Business, and Technology Committee at its October 16, 2003 meeting recommended approval of the above actions and the placement of this report on the (Receipt, Consent, Regular) Calendar of the Order of Business for the October 28, 2003 Board Meeting.

	AYES	NO	ABSTAIN	ABSENT
D. Tokofsky				
M. Canter				
J. Huizar				
M. Lansing				
J. Lauritzen				

Respectfully submitted,

**ROY ROMER**  
Superintendent of Schools

**PREPARED BY:**

Julie Crum  
Director, IT Support Services

and

Duane Johnson  
Contract Section

**PRESENTED BY:**

Margaret A. Klee  
Chief Information Officer

Michael A. Eugene  
Business Manager

**APPROVED AS TO BUDGET  
IMPLICATIONS:**

Lorenzo Tyner  
Budget Director

Attachment A

ITD SECOND BENCH RFP RESULTS - APPROVED FIRMS

VENDORS

	Data Entry	Database Admin.	Network Config.	Network Prj Mgmt	Software Applic.	Software Support	Server Admin	Security Config	Short-term Support	Web/Portal	Tech. Training	Pjct Mgmt	Doc Mgmt
Aeko Consulting						X		X	X				
Applied Knowledge, Inc.					X								
Capstone Planning & Control, Inc.					X				X			X	
Celt Corp./Bond Consulting Group/Ensynch	X					X	X		X				X
Concord Consulting, Inc.							X		X				X
Datagraphic	X												
EdNet Career Institute, Inc.	X								X		X		
Elements Group						X			X	X		X	
Expanets			X	X					X			X	
E-Verse Corporation										X			
Global Access, LLC		X			X					X			
IBM		X		X	X	X	X	X	X	X		X	X
Ingenious Info. Tech.				X		X		X					
JDL Technologies									X				
Knowledge Mgmt Systems													X
Kapow, Inc.										X			
Lexmark													X
MC2 Technologies												X	
Milli Micro Systems, Inc.												X	
Millenium Consulting Group						X			X				

Networld Solutions						X	X						X
PerotSystems		X	X			X			X	X			X
Sabia Enterprises, LLC										X	X	X	
SAIC						X		X					
Sierra Systems													X
Techmasters						X	X			X			
TierOne Consulting		X			X					X			
Upstart Technologies					X								
Vplex, Inc.						X			X	X			

18-Sep-03