



BOARD OF EDUCATION OF HOWARD COUNTY  
MEETING AGENDA ITEM

**TITLE:** Bids and Contracts **DATE:** June 22, 2017

**PRESENTER(S):** Pierre van Greunen, Purchasing Officer

**VISION 2018 GOAL:**  Students  Staff  Families and Community  Organization

**OVERVIEW:**

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
PC-52	<b>ADAPTIVE INSTRUCTIONAL SOFTWARE FOR ELEMENTARY LITERACY SOLUTION</b> Lexia Learning Systems, LLC	\$30,000.00
PC-61	<b>WORKERS' COMPENSATION EXCESS INSURANCE</b> Safety National	\$151,373.00
PC-62	<b>RECLADDING - ST. JOHN'S LANE ELEMENTARY SCHOOL</b> Bob Andrews Construction	\$86,457.58
PC-63	<b>AIR CONDITIONING CONDENSATE DRAIN PIPING MODIFICATIONS – VETERANS ELEMENTARY SCHOOL, BUSHY PARK ELEMENTARY SCHOOL AND MARRIOTT'S RIDGE HIGH SCHOOL</b> Maryland Mechanical Systems, Inc.	\$100,500.00
PC-64	<b>STUDENT TRANSPORTATION</b> Tip Top Transportation, Inc.	\$127,557.00
PR-29	<b>MAIL PROCESSING SOLUTION</b> Neopost	\$52,427.76

PC - Competitive solicitations issued by this office.  
PR - Piggyback recommendations as allowed by law and policy.  
PS – Single/sole source requests.

**RECOMMENDATION/FUTURE DIRECTION:**

It is recommended that the Board approve the bid award recommendations in the amounts listed.

**SUBMITTED by:** Pierre van Greunen  
Purchasing Officer

**APPROVAL/  
CONCURRENCE:** Michael J. Martirano, Ed.D.  
Acting Superintendent

Beverly J. Davis, CPA  
Chief Financial Officer

---

<u>Exhibit</u>	<u>Description</u>	<u>Amount</u>
PR-30	<b>PREVENTATIVE MAINTENANCE AND REPAIR OF REFRIGERATION EQUIPMENT</b> Air Tech Refrigeration & Mechanical Contractors, Inc.	\$250,000.00
PR-31	<b>STORM WATER MANAGEMENT REPAIRS</b> Apex Companies, LLC	\$195,394.00
PR-32	<b>CLOSED CAPTIONING SERVICES</b> National Captioning Institute Inc.	\$29,000.00
PR-33	<b>PURCHASE OF NISSAN NV200 COMPACT VANS</b> Criswell Nissan	\$61,000.00
PR-34	<b>COMPUTER REFRESH PROGRAM</b> Data Networks, Inc.	\$1,143,610.00
PS-15	<b>INSTRUCTIONAL SOFTWARE TECH4LEARNING (WIXIE): DIGITAL TOOL FOR ELEMENTARY SCHOOLS</b> Tech4Learning	\$64,575.00
PS-16	<b>MSDE APPROVED STUDENT ONLINE COURSES</b> Apex Learning, Inc.	\$45,000.00
PS-17	<b>CONTRACT RENEWAL COLLEGE BOARD – EARLY PARTICIPATION PROGRAM</b> College Board	\$137,091.00
PS-18	<b>DIFFERENTIATED LITERARY INSTRUCTION WEB-BASED APPLICATION</b> Achieve3000	\$45,000.00
PS-19	<b>READING INTERVENTION SOFTWARE – READ 180 NEXT GENERATION</b> Houghton Mifflin Harcourt	\$100,000.00
PS-20	<b>FOUNDATIONAL READING SOFTWARE – SYSTEM 44 NEXT GENERATION</b> Houghton Mifflin Harcourt	\$30,000.00
PS-21	<b>ACCESS TO ONLINE DIGITAL RESOURCES THROUGH THE MDK12 DIGITAL LIBRARY CONSORTIUM</b> MDK12 Digital Library Consortium	\$170,000.00

**ADAPTIVE INSTRUCTIONAL SOFTWARE  
FOR ELEMENTARY LITERACY SOLUTION  
RFP #023.17.B5**

Fact Sheet

1. As part of the Strategic Plan, Vision 2018: Fulfilling the Promise of Preparation, the school system intends to utilize adaptive instructional software for elementary literacy. The adaptive software will be used to provide individualized reading development to students at all literacy levels during independent work time. It will place students at their proper independent work levels and allow them to work at their own pace on engaging and motivating activities that develop their skills in all areas of reading. It will provide explicit, systemic, and adaptive learning, advancing students to higher levels as they demonstrate proficiency. The software will not be used to replace teacher-directed instruction but will be used as an adjunct at times when teaching staff are working with groups of students.
  
2. A Request for Proposal (RFP) was issued to seek proposals to obtain a hosted, cloud-based, adaptive instructional software product for elementary literacy. The primary goals of the software will be to:
  - a) Provide conceptual and procedural-based instruction of elementary literacy skills aligned to HCPSS curriculum for all elementary students, including English language learners and students with disabilities
  - b) Collect student performance data
  - c) Report student progress to inform differentiated instruction
  - d) Adapt instructional sequence in response to student input
  - e) Provide instructional access beyond the school day
  - f) Comply with all FERPA regulations
  - g) Function across the school system and be implemented easily
  - h) Integrate with the current HCPSS student information system - Synergy and potential future education data analytics systems such as Edvantage.
  
3. Responses were received from the following companies (in no particular order):
 

Compass Learning, Inc. 203 Colorado Street Austin, TX 78701	Waterford Institute 1590 East 9400 South Sandy, Utah 84093
Lexia Learning Systems LLC 300 Baker Avenue, Suite 320 Concord, MA 01742	Imagine Learning, Inc. 191 River Park Drive Provo, UT 84604
McGraw-Hill School Education, LLC 8787 Orion Place Columbus, OH 43240	Imagination Station, Inc. dba Istation 8150 North Central Expressway Dallas, Texas 75206
  
4. An evaluation committee, chaired by the Director, Elementary Curricular Programs, reviewed the proposals for pricing, technical approach, functional capability, and qualifications of the firms.

5. Based on the committee’s evaluation, Lexia Learning Systems LLC offers the most complete and comprehensive solution. The term of the agreement will be for a five-year period, subject to appropriate annual funding.
6. It is recommended that the Board of Education approve staff to finalize negotiations with Lexia Learning Systems LLC as the highest ranked company. The product will be purchased for targeted support; it is not intended for every student at this time. The anticipated first year cost for the program will be \$30,000.00. Actual costs may vary depending on the number of students using the program (see below).

Term	Per Student 1-249 Students	Per Student 250-499 Students	Per Student 500+ Students	Discount
1 Year Subscription	\$40.00	\$35.00	\$30.00	0%
2 Year Subscription	\$36.00	\$31.50	\$27.00	10%
3+ Year Subscription	\$32.00	\$28.00	\$24.00	20%

7. Funding for this project is provided by Title 1 Focus Grant funds.

**WORKERS' COMPENSATION EXCESS INSURANCE**

Fact Sheet

1. Howard County Public School System self insures its worker's compensation program. The program, administered by the Office of Staff Relations, provides centralized medical treatment, incident investigation, coordination of applicable benefits, and compliance with the state worker's compensation law and federal regulations.
2. The State of Maryland Workers' Compensation Commission requires employers to obtain specific excess insurance from an A-rated or above insurer. The carrier must be admitted in Maryland and requires Maryland Workers' Compensation endorsements in the policy for Cancellation Notice and Bankruptcy/Insolvency. Maryland Workers' Compensation Commission approved the school system's self-insured retention level of \$600,000.00.
3. The Board of Education has under contract RCM & D Self-Insured Services Company, Inc. (SISCO), to provide support and the administrative services required.
4. On behalf of the school system, SISCO sought proposals to provide excess workers' compensation insurance with various deductible levels and associated premiums. Responses were received from seven firms as noted below. Three firms provided pricing.

Responding firms:

Safety National	See pricing below
Midlands	See pricing below
Midwest	See pricing below
State National	No pricing submitted
Star Insurance/Meadowbrook	Could not satisfy the minimum rating
Arch	No pricing submitted
NY Marine	Not interested at this time

5. Three firms provided pricing as listed below.

<b>Provider</b>	<b>Deductible</b>	<b>Rate per \$100</b>	<b>Annual Premium</b>
Safety National	\$600,000	\$.0277	\$151,373
Midwest	\$600,000	\$.0351	\$191,812
Midlands	\$600,000	\$.0411	\$224,600

6. It is recommended that the Board of Education approve the proposal from Safety National with the deductible at \$600,000.00 making the premium \$151,373.00 per year. Safety National is the incumbent provider and offered a 9.08% price reduction going from \$.0305 per 100 insured to the new rate of \$.0277. The period of coverage will be two years at the fixed rate of \$.0277 beginning July 1, 2017 and ending June 30, 2019.
7. Funding shall be provided in the FY18 Operating Budget, Restricted Funds, Workers' Compensation Fund.

**RECLADDING  
ST. JOHN'S LANE ELEMENTARY SCHOOL  
BID #002.17.B3**

Fact Sheet

1. St. John's Lane Elementary School recladding project (Bid #002.17.B3), with a budget of \$290,000.00, was awarded to Bob Andrews Construction on September 8, 2016, for the total base bid amount of \$218,490.00.
2. The original scope of the project, for which the bid was received, was to remove and reclad the damaged exterior skin of the modular trailer construction. However, once exposed, it was discovered that there were water infiltration issues in the crawlspace of the area (unforeseen condition not a part of original scope). In order to mitigate the situation and to avoid having a structural issue later on, the contractor was authorized to do corrective work to the structural base of the building. This would increase the longevity of the school building (best practice to address condition while elements were exposed and corrective work could be done).
3. The additional structural and site work totaling \$86,457.48 increased the final project amount to \$304,947.48 (an increase of \$14,947.48 over budget). It is recommended that the amount of \$86,457.58 be ratified by the Board for structural repairs to the school building.
4. Funding is located in the FY17 Capital Budget, Systemic Renovations/Modernization.

**AIR CONDITIONING CONDENSATE DRAIN PIPING MODIFICATIONS  
VETERANS ELEMENTARY SCHOOL  
BUSHY PARK ELEMENTARY SCHOOL  
MARRIOTTS RIDGE HIGH SCHOOL  
BID #044.17.B3**

Fact Sheet

1. Bid responses were received from four of the companies to which invitations to bid were sent. The bid was posted on the Purchasing web page and eMaryland Marketplace as required by the state of Maryland.
2. Pricing was received as represented on the attached Bid Tab.
3. The bid establishes a contract to provide all labor, supervision, and materials to make air conditioning condensate drain piping modifications at Veterans Elementary School, Bushy Park Elementary School and Marriotts Ridge High School as specified in the bid documents. The work will be completed during the 2017 summer break.
4. It is recommended that award be made to Maryland Mechanical Systems, Inc., the lowest responsive and responsible bidder for the total base bid amount of \$100,500.00.
5. The Minority Business Enterprise (MBE) goal for this project was 5%, Maryland Mechanical Systems, Inc. achieved the 5% goal.
6. Funding is located in the FY18 Capital Budget, Systemic Renovations.

Bid Tab  
 Bid #044.17.B3  
 Air Conditioning Condensate Drain Piping Modificatons  
 Veterans Elementary School  
 Bushy Park Elementary School  
 Marriotts Ridge High School

Exhibit PC-63  
 Action

	<b>M&amp;E Sales, Inc.</b>	<b>EMJAY</b>	<b>Maryland Mechanical Systems, Inc.</b>	<b>Denver Elek, Inc.</b>
<u>School Location</u>	<u>Total Base Bid</u>	<u>Total Base Bid</u>	<u>Total Base Bid</u>	<u>Total Base Bid</u>
Veterans Elementary School	\$28,042.00	\$30,500.00	\$34,840.00	\$35,200.00
Bushy Park Elementary School	\$19,878.00	\$22,800.00	\$24,490.00	\$24,500.00
Marriotts Ridge High School	\$55,006.00	\$56,600.00	\$45,336.00	\$67,000.00
<b>VES, BPES, MRHS (3 locations)</b>	<b>\$102,926.00</b>	<b>\$109,900.00</b>	<b>\$100,500.00</b>	<b>\$126,700.00</b>



**STUDENT TRANSPORTATION  
BID #030.17.B3**

Fact Sheet

1. On April 6, 2017 the Board approved the recommendation to award Routes R1186 and R1199 to Adkins Enterprises, LTD under Bid #030.17.B3.
2. On June 8, 2017, Adkins Enterprises, LTD notified the transportation office that they could not service the new routes awarded to them.
3. It is recommended that the next lowest bidder, under Bid #030.17.B3, be awarded these contracts; namely Tip Top Transportation, Inc.
4. It is recommended that Tip Top Transportation, Inc., be awarded the routes as follows;

<b>Bid Number</b>	<b>Route</b>	<b>Contract Amount</b>	<b>Contract Expiration</b>
030.17.B3	R1186	\$61,875.00	6/30/2023
030.17.B3	R1199	\$65,682.00	6/30/2023

5. Funding is located in the FY18 Operating Budget, Pupil Transportation.

## **MAIL PROCESSING SOLUTION**

### Fact Sheet

1. The Howard County Public School System (HCPSS) Central Office lease contract with Neopost for the postage machine, and related services is expiring.
2. HCPSS desires to enter into a new five-year lease with Neopost utilizing an intergovernmental cooperative contract (NASPO ADSP011-00000411-4) which was competitively bid by Arizona State. This contract is also used by Maryland State.
3. The scope of services includes hardware, software, meter rental, scale, annual service and maintenance.
4. The annual cost for year one is \$7,788.72, and the cost for year's two to five is \$44,639.04 (\$11,159.76 annually), for a total of \$52,427.76 over the five-year term.
5. It is recommended that the Board of Education approve entering into a lease with Neopost for the mail processing solution as described.
6. Funding is provided by Purchasing – Program 0205 Budget.

**PREVENTIVE MAINTENANCE AND REPAIR  
OF REFRIGERATION EQUIPMENT**

Fact Sheet

1. The Food and Nutritional Services Department requests the approval to utilize Air Tech Refrigeration and Mechanical Contractors, Inc. for preventive maintenance and repair of refrigeration equipment services within the school system.
2. Air Tech Refrigeration and Mechanical Contractors, Inc. is under contract with Baltimore County Public School, Contract #JMI-619-17 Preventive Maintenance and Repair of Refrigeration Equipment, with a contract effective June 13, 2017 to June 30, 2022.
3. It is recommended that the Board of Education approve staff to utilize this contract with an estimated value of \$250,000.00 annually. By utilizing this contract, the administrative cost of bidding and time will be saved.
4. Funding has been allocated in the FY18 Budget, Food and Nutrition Service, Contract Service (Repairs-Equipment).

**STORM WATER MANAGEMENT REPAIRS**Fact Sheet

1. The Grounds Department requests the approval to make storm water management repairs at twenty-three locations within the school system during the summer 2017 break. The work includes the repairing of storm drainage inlet and outlet systems, the removal of sediment, debris, and vegetation around drainage areas, repairing erosion, and replacing corrugated piping and rip-rap as needed at each location.
2. Apex Companies, LLC is under contract with Howard County Government Contract #4400002550, Environmental Restoration Construction with a contract effective August 25, 2014 to August 24, 2017.
3. It is recommended that the Board of Education approve staff to piggyback this contract with an estimated value of \$195,394.00. By utilizing this contract, the administrative cost of bidding and time will be saved.
4. The twenty-three locations are as follows:

Elkridge Elementary School	\$ 31,426.00
Clarksville Elementary School	2,225.00
Deep Run Elementary School	5,132.00
Rockburn Elementary School	3,989.00
Manor Woods Elementary School	18,000.00
Phelps Luck Elementary School	8,825.00
Bollman Bridge Elementary School	3,185.00
Atholton Elementary School	2,635.00
Laurel Woods Elementary School	7,200.00
Western/Dayton Oaks Elementary School	18,750.00
Centennial Elementary School	3,155.00
Murray Hill Middle School	4,955.00
Clarksville Middle School	3,655.00
Harpers Choice Middle School	6,474.00
Patuxent Valley Middle School	13,953.00
Centennial High School	7,412.00
Wilde Lake High School	6,000.00
Howard High School	5,717.00
Oakland Mills High School	6,925.00
Centennial HS/Burleigh Manor MS	4,236.00
Central Office	5,679.00
Cradlerock ES/Lake Elkhorn MS	14,889.00
Applications & Research Lab	<u>10,977.00</u>
<b>Total</b>	<b>\$195,394.00</b>

4. Funding is located in the FY18 Operating Budget, Community Services-Grounds 9201- Maintenance.

## **CLOSED CAPTIONING SERVICES**

### Fact Sheet

1. National Captioning Institute Inc. provides HCPSS with closed captioning services in support of the public broadcasting of Board of Education events and meetings as required by the Federal Communications Commission (FCC).
2. Based on historical data, the office of Communications had expected the expenditure for closed captioning services to be \$19,000.00. Due to an increase in the duration of Board of Education meetings, the annual expenditure is now expected to be \$29,000.00.
3. The office of Communications requests that the Board of Education allow an additional \$10,000.00 to cover charges for the service through the end of FY17.
4. Funding is allocated in the FY17 Operating Budget, Communications Technology, Contracted General.

**PURCHASE OF NISSAN NV200 COMPACT VANS**

Fact Sheet

1. The Information Technology Department requests the approval to utilize the state of Maryland contract to purchase three Nissan NV200 Compact Vans for the department's daily operations.
2. Criswell Nissan in Germantown, Maryland is under contract with the state of Maryland, Contract #001B7400141. The contract is effective October 3, 2016 to October 2, 2017.
3. It is recommended that the Board of Education approve staff to piggyback this contract for the purchase of three Nissan NV200 Compact Vans, including safety bulkheads and interior racks, for a total not to exceed \$61,000.00 for all three vehicles. By utilizing this contract, the administrative cost of bidding and time will be saved in addition to benefiting from the discounted volume pricing established by the Maryland Statewide contract.
4. Funding has been allocated in the FY17/18 Operating Budget, Information Technology.

## **COMPUTER REFRESH PROGRAM**

### Fact Sheet

1. The Technology Department is responsible for all technology device replacement plans. The scheduled 2017-2018 replacement plan, RP2.0, will refresh administrator computers, printers and other devices.
2. On June 8, 2017, the Board of Education approved Phase 1 of the Replacement Plan comprising of installation services to replace school administrator Apple devices. Phase 2 of this project comprises the purchase and installation of school administrator Dell computers.
3. It is recommended that HCPSS utilize the Maryland Education Enterprise Consortium (MEEC) Contract #97206, Hardware and Related Services, of which HCPSS is a member, to purchase Dell computers, installation and support services from Data Networks, Inc. for an expenditure of \$1,143,610.00. Data Networks is a MEEC approved hardware vendor.
4. Funding is provided by the Information Technology Services 9714 Operating and Capital Budget.

**INSTRUCTIONAL SOFTWARE**  
**TECH4LEARNING (WIXIE): DIGITAL TOOL FOR ELEMENTARY SCHOOLS**

Fact Sheet

1. As part of the implementation of the Howard County Public School System's Strategic Plan, Fulfilling the Promise of Preparation, specifically Goal 1: Students: Outcome 1.3: Technology is leveraged so that students have access to learning experiences that meet their needs and interests. Particularly, strategy 1.3.2, which states, "Provide relevant technologies, including collaborative online environments that enhance learning."
2. The Office of Instructional Technology has selected Tech4Learning to provide the school system award-winning educational software. Wixie, Tech4Learning's cloud based software, transforms classrooms into learning environments, motivating students to be actively engaged in the curriculum. HCPSS has been utilizing Tech4Learning's client based software named Pixie, a precursor to Wixie, a web software, since 2007. Client based software is physically installed on each computer.
3. Wixie allows students to create original products and share ideas and expertise with their teachers, fellow students, and community through their writing, art, and voice. Conversely teachers may better engage students in the learning process using text, graphics, sounds, and video. Students create products to demonstrate their creativity, ideas, and mastery of Common Core curriculum across all Elementary Curricular Programs (Language Arts, Science, Math, Social Studies, and Health). Teachers and students have access to their account anytime, anywhere, on any device that has internet access.
4. Every elementary curriculum content area (Language Arts, Science, Math, Social Studies, and Health) has written curriculum that supports the use of Wixie to instruct students. Additionally, Wixie is used to instruct students on ISTE Standards such as Digital Citizenship. All HCPSS elementary students, both primary (Grades preK-2) and intermediate (Grades 3-5) use Wixie to construct products that reflect transfer of learning skills and knowledge. Wixie is the only product in its class that is web based, and offers single sign-on and class rostering for students. HCPSS has sought out, but has not found a similar digital tool.
5. Student data and information concerns have been reviewed with Tech4Learning and have satisfied the safety and security of the information being housed in the cloud. HCPSS has a signed Student Data Privacy Agreement with Tech4Learning.
6. The Code of Maryland Regulations (COMAR), Article 5-12 Education, exempts materials of instruction from competitive bidding. In addition, approved Board Policy 4050 Procurement of Goods and/or Services states:

"The Board encourages competitive procurements for services. When the need for services is immediate or unique and when approved by the Purchasing Office, procurements may be made without a competitive solicitation and will be considered single source contracts subject to the approval of the Board as appropriate."
7. It is recommended that the Board of Education approve renewal of the contract with Tech4Learning for the Wixie site licenses at all 41 elementary schools for the annual expenditure of \$64,575.00.
8. Funding has been allocated in the FY17 Operating Budget, Secondary Reading, Maintenance – Software.



**MSDE APPROVED STUDENT ONLINE COURSES**Fact Sheet

1. The Maryland State Department of Education (MSDE) provides local school systems with an approved list of online credit-bearing student courses along with their respective course provider(s). These courses have been reviewed by a local school system, by MSDE, using MSDE course review guidelines that are aligned with Maryland Content Standards.
2. From the approved list of courses, school systems in Maryland have the authority to make curriculum decisions related to:
  - online policies based on need and allocated funding,
  - the selection of course content areas, and
  - which, if any, of the listed courses and respective course providers they will offer to students.
3. School systems in Maryland are not required to provide MSDE approved courses. HCPSS may select courses based on school need and alignment with the Catalog of Approved High School Courses.
4. The HCPSS office of Secondary Curricular Programs desires to continue offering online content and instruction to students enrolled in the school system's Digital Education Program.
5. Apex Learning, Inc., an MSDE-approved provider, has offered "ClassTools" digital curriculum with an unlimited subscription at the discounted rate of \$175.00 per student per semester for online content and \$650.00 per course for online instruction.
6. It is recommended that the Board of Education approve the use of Apex Learning, Inc. as an online content and instruction services provider. The anticipated fees are estimated to be \$45,000.00 subject to actual student enrollment.
7. The Code of Maryland Regulations (COMAR), Article 5-12 Education, exempts materials of instruction from competitive bidding. In addition, approved Board Policy 4050 Procurement of Goods and/or Services states:

"The Board encourages competitive procurements for services. When the need for services is immediate or unique and when approved by the Purchasing Office, procurements may be made without a competitive solicitation and will be considered single source contracts subject to the approval of the Board as appropriate."
8. Funding has been allocated in the FY17 Operating Budget, 2601, Digital Education.

**CONTRACT RENEWAL  
COLLEGE BOARD - EARLY PARTICIPATION PROGRAM**

Fact Sheet

1. The Department of Accountability and Continuous Improvement has selected the services of the College Board to provide student exams, products, and services related to their Early Participation Program.
2. The Early Participation Program provides students with personalized results that allow them to track their progress towards college and career readiness. Schools use this data to help highlight areas for instructional program improvement and to identify students that would be successful in advanced courses.
3. An agreement has been entered into by the Board of Education and College Board on July 11, 2016 for the College Readiness and Success Program and is set to expire June 30, 2017. The Board of Education may give notice to renew the contract within 30-days prior to the expiration date.
4. Deliverables consist of:
  - PSAT/NMSQT test materials
  - PSAT 8/9 test materials
  - Student Paper Score Reports
  - Student Online Score Reports
  - Access to Official SAT Practice on Khan Academy
  - Online access to individual score reports
  - Online access to AP Potential
  - Educator Guide
  - Test Administration
5. It is recommended that the Board of Education renew the contract at the same unit price as the existing contract of \$12.00 per student to College Board. The expected annual expenditure is \$104,286.00 to administer to students in grades 10 and 11.
6. It is also recommended that the Board of Education approve the continuation of the PSAT 8/9 assessment for students in Grade 9. This assessment comes at a cost of \$7.50 per student with an expected expenditure of \$32,805.00. In the previous contract, the assessment for 9<sup>th</sup> grade students was piloted at a cost of \$0.
7. The contract also includes SAT bulk registration for 150 students who participate in an after-school academic intervention SAT preparation course. \$9,000.00 of the total expenditure covers SAT costs for students who do not qualify for the College Board fee waivers.
8. The Code of Maryland Regulations (COMAR), Article 5-12 Education, exempts materials of instruction from competitive bidding. In addition, approved Board Policy 4050 Procurement of Goods and/or Services states:

“The Board encourages competitive procurements for services. When the need for services is immediate or unique and when approved by the Purchasing Office, procurements may be made without a competitive solicitation and will be considered single source contracts subject to the approval of the Board as appropriate.”

9. Funding for PSAT 8/9 and PSAT/NMSQT materials shall be provided in the FY18 Operating Budget, Accountability/Continuous Improvement, Test Scoring.
10. Funding for SAT Bulk Registration shall be provided in the FY18 Operating Budget, Academic Intervention Program.

**DIFFERENTIATED LITERARY INSTRUCTION  
WEB-BASED APPLICATION**

Fact Sheet

1. As part of the Strategic Plan, Vision 2018: Fulfilling the Promise of Preparation, the Secondary Language Arts Department has selected Achieve3000's Empower3000 software, a differentiated instruction methodology designed to accelerate student reading comprehension, vocabulary, and writing proficiency at the high school level. Through Empower3000, teachers may apply instruction that incorporates a variety of strategies to match a student's range of reading comprehension, fluency, writing and vocabulary.
2. Empower3000 is currently being used in all high schools within the school system.
3. Empower3000 is a web-based application. Individual licenses are required for the rights to access the on-line application. It is recommended that the Board of Education approve HCPSS to contract with Achieve3000 for purchase of up to 500 student licenses for an expected annual expenditure of \$45,000.00.
4. The Code of Maryland Regulations (COMAR), Article 5-12 Education, exempts materials of instruction from competitive bidding. In addition, approved Board Policy 4050 Procurement of Goods and/or Services states:

“The Board encourages competitive procurements for services. When the need for services is immediate or unique and when approved by the Purchasing Office, procurements may be made without a competitive solicitation and will be considered single source contracts subject to the approval of the Board as appropriate.”
5. Funding is located in the FY18 Operating Budget, Secondary Reading, Maintenance – Software.

**READING INTERVENTION SOFTWARE  
READ 180 NEXT GENERATION**

Fact Sheet

1. As part of the Strategic Plan, Vision 2018: Fulfilling the Promise of Preparation, the Secondary Language Arts Department has selected Houghton Mifflin Harcourt's Read 180 reading intervention software that helps teachers differentiate instruction based on a student's specific reading and writing needs. Teachers will apply this learning tool to accelerate a student toward proficiency whose reading achievement is below the proficient level identified in HCPSS' Reading Seminar C (Comprehension).
2. Presently Read 180 is used in eleven middle schools: Bonnie Branch, Clarksville, Elkridge Landing, Folly Quarter, Hammond, Lake Elkhorn, Mayfield Woods, Murray Hill, Oakland Mills, Patuxent Valley, and Thomas Viaduct.
3. It is recommended that the Board of Education approve HCPSS to contract with Houghton Mifflin Harcourt for the Read 180 Next Generation Stage B Teaching System consisting of cloud based hosting service, software and licensing, paperback and audio books, and teacher training and coaching for an expected annual expenditure of \$100,000.00.
4. The Code of Maryland Regulations (COMAR), Article 5-12 Education, exempts materials of instruction from competitive bidding. In addition, approved Board Policy 4050 Procurement of Goods and/or Services states:

“The Board encourages competitive procurements for services. When the need for services is immediate or unique and when approved by the Purchasing Office, procurements may be made without a competitive solicitation and will be considered single source contracts subject to the approval of the Board as appropriate.”
5. Funding is located in the FY17 Operating Budget, Secondary Reading, Maintenance – Software.

**FOUNDATIONAL READING SOFTWARE  
SYSTEM 44 NEXT GENERATION**

Fact Sheet

1. As part of the Strategic Plan, Vision 2018: Fulfilling the Promise of Preparation, the Secondary Language Arts Department has selected Houghton Mifflin Harcourt's System 44 reading achievement software to help students master the system of 44 sounds and 26 letters that constitute the English language. Teachers will apply this learning tool to facilitate instruction of the foundational literacy skills of phonemic awareness, phonics, vocabulary, fluency, and comprehension for students with disabilities and English language learners.
2. Presently System 44 is used in nineteen schools: Bonnie Branch, Burleigh Manor, Clarksville, Dunloggin, Elkridge Landing, Ellicott Mills, Glenwood, Hammond, Harper's Choice, Lake Elkhorn, Lime Kiln, Mayfield Woods, Murray Hill, Oakland Mills, Patapsco, Patuxent Valley, Thomas Viaduct, Folly Quarter, Mount View and Wilde Lake middle schools and Homewood.
3. It is recommended that the Board of Education approve HCPSS to contract with Houghton Mifflin Harcourt for System 44 Next Generation's NG Secondary Complete Program consisting of cloud based hosting service, software and licensing, paperback and audio books, and teacher training for an expected annual expenditure of \$30,000.00.
4. The Code of Maryland Regulations (COMAR), Article 5-12 Education, exempts materials of instruction from competitive bidding. In addition, approved Board Policy 4050 Procurement of Goods and/or Services states:

“The Board encourages competitive procurements for services. When the need for services is immediate or unique and when approved by the Purchasing Office, procurements may be made without a competitive solicitation and will be considered single source contracts subject to the approval of the Board as appropriate.”
5. Funding is located in the FY18 Operating Budget, Secondary Reading, Maintenance – Software.

**ACCESS TO ONLINE DIGITAL RESOURCES  
THROUGH THE MDK12 DIGITAL LIBRARY CONSORTIUM**

Fact Sheet

1. The MDK12 Digital Library is a digital content purchasing consortium which the Maryland State Department of Education (MSDE) created to serve all 24 school districts and approximately 100 non-public schools. Members have access to digital content from numerous digital content providers, promoting greater equity of access, cost savings, shared professional development, and effective partnerships among school librarians. Presently, on behalf of MDK12 Digital Library, Montgomery County Public Schools (MCPS) has entered the consortium into a contract with 27 digital content providers.
2. As a member of the consortium, the Howard County Public School System has access to this agreement allowing the school system's Media Program to purchase selected subscriptions to online resources that support K-12 students, teachers, and parents. Access to the selected resources has been integrated into the curriculum.
3. It is recommended that the Board of Education approve the continued use of the MDK12 Digital Library Contract #1155.3 - MDK12 Digital Library Project, managed by MCPS, for the purchase of online digital resource subscriptions through the life of the MCPS Contract #1155. The contract commenced March 28, 2011 and has been renewed by MCPS from year to year, on an annual basis.
4. The Fiscal Year 2018 anticipated expenditure for the purchase of selected resources through MDK12 Digital Library contract is expected to be approximately \$170,000.00.
5. Funding is located in the Operating Budget, Library Media Program 1501, Maintenance-Software.