

District School Board of Pasco County

Bid Recommendation

RFP Title	Board Policy Development & Update Services		Number of Vendors Notified	38
RFP Number	08-016-AZ		Number of Proposals Distributed	10
Date Solicited	April 20, 2007		Number of Vendors Proposing	2
Date Opened	May 16, 2007		Number of Formal "No Bid" Responses	0
Date Board Presentation	July 10, 2007		Funding Source	General funds
Total Savings	N/A		Grand Total of Proposal	Approx. \$89,000 for project

Recommendation:

Recommend acceptance of RFP from Neola Inc., per the attached RFP and interview scores tabulations, as having the highest average score and best RFP meeting written specifications.

Term of Contract:

This is a five (5)-year agreement, renewable annually at the mutual agreement of the parties.

Notations and Exceptions:

The RFP was issued to identify a firm with which the Board and District Administration can work on an ongoing basis to develop and update its School Board policies, make them available to the public and District personnel via the internet, and keep them continuously compliant with Florida Statutes and best practices. The proposals were evaluated by committee members, with these scores totaled and averaged to determine Phase I scoring. The two (2) firms submitting proposals were invited to interview with the entire committee on June 20, 2007. Scores from the interview were totaled and averaged, and these Phase II scores were added to the Phase I scores for a final total. It is the consensus of the committee that the services of Neola Inc. be retained, and permission is requested to proceed with negotiation of a software license with Neola, incorporating by reference the terms and conditions of the RFP. It is intended that the final contract outline satisfactory terms for records archival, and performance guarantees regarding system availability.

Proposals Evaluated By:

Allen Altman, Board Member

Renalia DuBose, Assistant Superintendent for Administration

Terry Rhum, Director of Employee Relations

Renee Sedlack, Director of Human Resources

Mardee Kay Powers, Principal, SMES

Proposal Prepared By:

Arlene Zimney, CPPB, C.P.M., Buyer

Reviewed and Authorized By:

Kendra Goodman, CPPB, Purchasing Agent

DISTRICT SCHOOL BOARD OF PASCO COUNTY RFP TABULATION

Date of Opening: May 16, 2007		
Board Policy Development & Update Services	Neola Inc.	Price's Writing & Editing Services
RFP 08-016-AZ	3914 Clock Pointe Trail, Suite 103	2513 Crowder Lane
***BOARD MEETING JULY 10, 2007**	Stow, OH 44224	Tampa, FL 33629
Project approach	35.60	30.20
Cost	12.20	11.40
Samples	12.40	10.20
Experience	9.40	5.40
Internet capability	8.80	7.80
References	10.00	10.00
<u>TOTAL PHASE I</u>	88.40	75.00
Ownership of data	8.80	9.60
Logistics/business issues	8.60	6.00
Cost	8.80	8.00
Clarification of RFP information	9.00	7.80
Overall professionalism & qualifications	10.00	5.20
<u>TOTAL PHASE II</u>	45.20	36.60
<u>GRAND TOTAL</u>	133.60	111.60