

Merrett R. Stierheim, Superintendent of Schools

**SUBJECT: REPORT OF PROFESSIONAL SERVICES CONTRACT COMMITTEE**

The Professional Services Contract Committee held its monthly meeting on May 31, 2002. The results of this meeting are as follows:

Requester:	Ms. Mercedes Toural
Vendor Name:	The Florida Unit of the Recording for the Blind and Dyslexic
Dollar Amount:	\$189,000
Service Provided	Provide annual institutional memberships, conduct outreach activities and provide training for teachers. The company will provide textbooks and tapes to the schools. There are approximately 232 schools that are members of this organization.
Time Period:	July 1, 2002 through June 30, 2003
Reason for Exemption:	Sole Source
Vote:	<u>6</u> yes <u>0</u> no
Agenda Item Number:	B-9
Requester:	Ms. Mercedes Toural
Vendors Name:	Florida International University, Miami-Dade Community College and St. Thomas University.
Dollar Amount:	\$175,546
Service Provided	Provide dual enrollment services for magnet programs and schools. The program serves approximately 2,800-3,000 students. This program allows students to obtain college credits while in high school.
Time Period:	July 8, 2002 through June 30, 2003
Reason for Exemption:	Specific Expertise
Vote:	<u>6</u> yes <u>0</u> no
Agenda Item Number:	B-14

Attached are the minutes from the Professional Services Contract Committee meeting of May 31, 2002.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, receive the report of the Professional Services Contract Committee.

MRS:jr

PROFESSIONAL SERVICES CONTRACT COMMITTEE

DRAFT

May 31, 2002  
SBAB Room 931  
8:30 a.m.

MINUTES

Dr. George M. Koonce, Jr, Chairperson, called the meeting to order at 8:40 a.m. Voting members in attendance were:

Dr. Rose Barefield-Cox  
Dr. Maria de Armas representing Ms. Mercedes Toural  
Dr. George M. Koonce, Jr.  
Ms. Connie Pou representing Dr. Richard H. Hinds  
Mr. George Balsa  
Dr. John Pennington, III representing Ms. Suzanne Marshall

Dr. Koonce welcomed the committee and thanked them for attending. He asked the committee to review the minutes from the April 26, 2002 meeting.

Mr. Balsa suggested that it be noted in the minutes that one of the reasons the contract with Dr. Howard A. Engle, M.D. (PS-5) was approved was due to the low cost of the contract. Mr. Balsa also asked that it be noted in the minutes that the contract with the Homestead Police Department (PS-7) was approved because their rate is much lower than Metro-Dade's rate.

Dr. Koonce distributed a sample of a Board item that will be sent to the School Board members listing all the contracts reviewed at the Professional Services Contract Committee meetings. Dr. Barefield-Cox stated that this will take care of informing the Board of all professional services contracts \$6,000 and above. Her concern is with the contracts that are under \$6,000. Dr. Barefield-Cox requested a report from OIT that will show all the different types of professional services contracts under \$6,000. This report will be reviewed and a format must be developed on how to transmit this information to the School Board.

Mr. Balsa stated that since the minutes contain more support for the items, they should be transmitted to the Board along with the Board item. Ms. Pou stated that she agreed with Mr. Balsa's recommendation.

Dr. Koonce asked for any other comments. Mr. Balsa made a motion to accept the minutes of the April 26, 2002 meeting with the corrections requested. Dr. Barefield-Cox seconded the motion. The minutes were unanimously approved.

PS-1 REQUEST FOR AUTHORIZATION TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE FLORIDA UNIT OF THE RECORDING FOR THE BLIND AND DYSLEXIC (RFB&D) TO PROVIDE ANNUAL INSTITUTIONAL MEMBERSHIPS, CONDUCT OUTREACH ACTIVITIES AND PROVIDE TRAINING, IN AN AMOUNT NOT TO EXCEED \$189,000 FROM JULY 1, 2002 THROUGH JUNE 30, 2003.

Mr. Ronald K. Felton, Assistant Superintendent, Office of Exceptional Student Education and Student Services and Ms. Twila Grandchamp, Executive Director, Office of Exceptional Student Education and Student Services provided information on the contract with the Florida Unit of the Recording for the Blind and Dyslexic. This company will provide textbooks and tapes to the schools. They will also provide training for the teachers. There are approximately 232 schools that are members of this organization. This organization and its program was subjected to an evaluation and is now incorporated as one of the strategies in the district's Reading Comprehension Plan. The contract dollar amount was reduced this year from last years. This year the Level 1 annual membership was chosen which lowered the total price of the contract. The Level 1 program is \$300 for 25 books and Level 2 is \$425 for 50 books. Each school orders different books depending on their interest. No more than 25 books per school are ordered.

Mr. Balsa suggested that more information should be included in the Board item. For example, state that the organization is the only one to provide these services. Explain why the item should be sole source. Dr. Barefield-Cox stated that this item should be a sole source item not specific expertise.

Dr. Koonce asked if there were any other questions. A motion to consider this item was moved by Mr. Balsa and seconded by Ms. Pou. A vote was taken and the item was unanimously approved on the basis of sole source.

PS-2 REQUEST FOR AUTHORIZATION TO ENTER INTO CONTRACTUAL AGREEMENTS WITH FLORIDA INTERNATIONAL UNIVERSITY, MIAMI-DADE COMMUNITY COLLEGE, AND ST. THOMAS UNIVERSITY FOR DUAL ENROLLMENT SERVICES FOR MAGNET PROGRAMS AND SCHOOLS, IN AN AMOUNT NOT TO EXCEED \$175,546 FROM JULY 8, 2002 THROUGH JUNE 30, 2003.

Staff providing information on this item were Mr. Michael Bell, Administrative Director, Division of Schools of Choice and Ms. Lois Lee, Director, from Division of Schools of Choice. Mr. Bell invited several principals from magnet schools to this meeting in case the committee had additional questions. Mr. Bell reviewed the information for the contract. This item is brought to this committee annually. He stated that the principals were invited to attend this meeting in case the committee had additional questions. The schools in the contract have unique expertise in their areas. This year the proposed expenditures are \$175,546. Last year it was \$191,172. The maximum amount of dollars is requested to make sure the program is covered.

Dr. Barefield-Cox asked how many students the program was serving. Mr. Bell stated that this program is only for 11<sup>th</sup> and 12<sup>th</sup> graders. The program serves approximately 2,800-3,000 students.

Dr. Pennington wanted to clarify whether or not this program allows students to get college credits while attending high school. Mr. Bell confirmed that it does allow students to get college credits.

Ms. Pou asked if the district pays for the transportation of these students. Mr. Bell said that if the professor comes to the school, transportation is not needed. In the cases where the students have to go to the college/university, then the district transports them and the district incurs the cost. Mr. Bell stated that as often as they can, they try to have the professor come to the students.

Mr. Machado stated that his students go to FIU and the district transports them.

Dr. Barefield-Cox asked if the University of Miami was in this program. Mr. Bell stated that they were in the past.

Dr. Koonce asked if there were any other questions. Mr. Balsa asked if St. Thomas University's monetary amount was smaller because the number of students attending were fewer. Mr. Bell stated yes. Mr. Balsa said that his concern is that all universities should be allowed to participate and gain funding. He does not want the universities to complain that they are not being permitted to participate in this program. Mr. Balsa understands that the schools chosen were based on the individual needs of the students.

Dr. Koonce asked if the contract would be expertise or sole source. Dr. Barefield-Cox said it should be specific expertise.

A motion to consider this item was moved by Mr. Balsa and seconded by Dr. de Armas. A vote was taken and the item was unanimously approved on the basis of specific expertise.

Mr. Balsa made a recommendation that more information be added to the Board item for PS-2 regarding the proximity of the schools and other pertinent information. A paragraph should be added indicating why the committee accepted the contract. More information on the item needs to be added so that the contract is not questioned.

Dr. de Armas stated that more information needs to be added explaining why it is not a sole source item. Information about student selections should also be added in the item.

Dr. Barefield-Cox stated that the Professional Services Contract Committee Board Rule needs to be reviewed and made clearer.

There being no further business or discussion, Dr. Koonce thanked the committee for their professional and expert comments and moved to adjourn the meeting. The meeting was adjourned at 9:30 a.m.

GWK:jr  
6/3/02