



Office of Purchasing
10910 Clarksville Pike, Ellicott City, Maryland 21042-6198
(410) 313-6722, fax (410) 313-6789

January 18, 2019

To All School Planning/Geographic Information System Firms:

The Howard County Public School System (HCPSS) invites your submittals to recommend how your company can meet or exceed our need to provide consulting services to facilitate the 2019 school boundary review (redistricting) process, including, but not necessarily limited to, the facilitation of regional and Attendance Area Committee meetings, management of public input, testing of scenarios, and development of a document, according to this Request for Information (RFI) No. 048.19.B1. Submittals shall be accepted at the Howard County Department of Education, Purchasing Office, 10910 Clarksville Pike, Ellicott City, Maryland 21042, until **3 p.m. on February 15, 2019**.

Late submittals will not be considered. It is the responsibility of each vendor to ensure that its submittal is delivered to the proper place prior to the scheduled closing date and time.

Copies of the Request for Information (RFI) may be obtained from the HCPSS website at <https://purchasing.hcpss.org/business-opportunities>. Organizations obtaining the RFI from the website are encouraged to review that website frequently to learn of any changes that may be made in the RFI.

HCPSS reserves the right to reject in whole or in part any or all submittals.

Sincerely,

A handwritten signature in black ink that reads "D Pindell".

Douglas Pindell
Director of Purchasing

REQUEST FOR INFORMATION

FOR

**CONSULTING SERVICES TO FACILITATE THE
2019 SCHOOL BOUNDARY REVIEW PROCESS**

RFI No. 048.19.B1

Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042

January 18, 2019

PART I GENERAL INFORMATION

1.1 Purpose

The Howard County Public School System (HCPSS) is soliciting information from qualified firms regarding consulting services to facilitate the 2019 school boundary review (a.k.a redistricting) process with this Request for Information (RFI).

1.2 Background

HCPSS operates 77 schools with additional office locations in a suburban area. Enrollment is approximately 56,000 students. For more information on the Howard County Public School System, please visit <http://www.hcpss.org/about-us/>.

1.3 Firm Requirements

HCPSS is requesting information from qualified firms with experience in the school boundary adjustment (a.k.a. redistricting) process. Firms should also have experience in school planning, GIS, meeting facilitation, citizen engagement, scenario testing, data reporting and report writing.

1.4 Description of Services Requested

The purpose of this RFI is to obtain information to help HCPSS develop a request for proposal (RFP) to hire a consulting firm to facilitate the boundary review process between April 2019 – November 2019. Firms are encouraged to provide sample schedules, reports and methodology previously used to facilitate the boundary review process in other jurisdictions with needs similar to those listed in this RFI.

The responding firm needs to be able to:

- Follow Board Policy 6010 School Attendance Areas
- Participate in the Interview and select Attendance Area Committee (AAC) members process
- Facilitate AAC Meetings according to Maryland Open Meetings Act
- Plan and facilitate citizen engagement such as regional meetings, workshops, presentations at various points in the process
- Facilitate spring and fall regional meetings (provide data to public about process, scenarios, how to participate, and receive feedback regarding residents' priorities, interests, concerns, scenarios, etc.)
- Receive feedback from the public via electronic and paper surveys and/or electronic communication
- Compile and report on public feedback to designated HCPSS staff
- Be able to create results for suggested boundary changes (including map and resulting data reports) based on Section IV.B. of Board Policy 6010 [\[LINK\]](#).
- Calculate and present the "strength/weakness" of a plan based on Section IV.B. of Board Policy 6010 [\[LINK\]](#).
- Provide results of scenarios (by planning unit) in a format that is compatible with the existing HCPSS GIS platform (ESRI).
- Develop boundary review document with Superintendent Recommendation for presentation to Board of Education
- Attend and participate in Board of Education meetings
- Follow privacy requirements for sensitive student data and redact data as needed.

Interested parties may submit an information packet, which should include the recommended qualifications of the consulting firm to complete the above mentioned *Firm Requirements* and *Description of Services Requested*. Provide budget estimates of the overall costs of the service(s). The information gathered from this RFI will assist the HCPSS in preparing a formal request for proposals and developing an estimation for the operating budget.

1.5 Contact

Questions concerning this RFI must be in writing and addressed to Douglas Pindell, Director of Purchasing, HCPSS. Upon issuance of this RFI, other employees and representatives of HCPSS will not answer questions or otherwise discuss the contents of this RFI with any potential respondents or their representatives. Failure to observe this restriction may result in disqualification of any subsequent submittal. This restriction does not preclude discussions unrelated to this RFI.

1.6 Respondent Understanding of RFI

By submitting a signed submittal, each firm represents that it fully understands this RFI and will abide by its terms and conditions.

1.7 Deadline for Submission of Responses

To be considered, submittals must be received in the issuing office by the date and time specified on the cover page of this RFI.

1.8 Right to Amend, Modify or Withdraw RFI

HCPSS reserves the right, in their sole discretion, to amend, or modify any provisions of this RFI, or to withdraw this RFI, at any time prior to the due date, if it is in the best interest of HCPSS to do so. The decision of HCPSS shall be administratively final in this regard.

1.9 Issuing Office

HCPSS is the Issuing Office and the sole point of contact for the RFI. HCPSS is the only office authorized to clarify, modify, amend, alter, or withdraw the specifications, terms and conditions of this RFI and any contract awarded as a result of this RFI. **All communications concerning this RFI must be in writing and addressed to:**

Douglas Pindell, Director of Purchasing
Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042
dpindell@hcpss.org
Phone: 410 313-6722
Fax: 410 313-6789

1.10 Copies

Respondents must submit one (1) signed original and one (1) electronic copy (flash drive) of their submittals.

APPENDIX A

AFFIDAVIT

Special Instructions: An authorized representative of the Vendor needs to complete the following affidavit and insert an answer to paragraphs 1 and 3.

Statutory Affidavit and Non-Collusion Certification

I, _____, being duly sworn and deposed state:

1. I am the _____ (officer) and duly authorized representative of the firm (the "Firm") _____ whose address is _____

_____ and that I possess the authority to make this affidavit and certification on behalf of myself and the firm for which I am acting.

2. Except as described in paragraph 3 below, neither I, nor to the best of my knowledge, the above Firm, nor any of its officers, directors, or partners, or any of its employees who are directly involved in obtaining or performing contracts with any public bodies has:

(a) been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government;

(b) been convicted under the laws of the state, another state, or the United States of: a criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or fraud, embezzlement, theft, forgery, falsification or destruction of records, or receiving stolen property;

(c) been convicted of a criminal violation of an antitrust statute of the State of Maryland, another state, or the United States;

(d) been convicted of a violation of the Racketeer Influenced and Corrupt Organization Act, or the Mail Fraud Act, for acts in connection with the submission of bids or proposals for a public or private contract;

(e) been convicted of any felony offenses connected with obtaining, holding, or maintaining a minority business enterprise certification, as prohibited by Section 14-308 of the State Finance ~ Procurement Article;

(f) been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction under any of the laws or statutes described in paragraph (a) through (e) above; or

(g) been found civilly liable under an antitrust statute of this State, another state, or the United States for acts or omissions in connection with the submission of bids or proposals for a public or private contract.

3. The only conviction, plea, or admission by any officer, director, partner, or employee of this Firm to involvement in any of the conduct described in paragraph 2 above is as follows:

If none, write "None" below. If involvement, list the date, count, or charge, official or administrative body, the individuals involved, their position with the firm, and the sentence or disposition of the charge.

(You may attach any explanation necessary.)

4. I affirm that this firm will not knowingly enter into a contract with a public body under which a person or business debarred or suspended under Maryland State Finance and Procurement Title 16, subtitle 3, Annotated Code of Maryland, as amended, will provide, directly or indirectly, supplies, services, architectural services, construction-related services, leases of real property, or construction.

5. I affirm that this proposal to the Board of Education of Howard County is genuine and not collusive or a sham; that said Vendor has not colluded, conspired, connived and agreed, directly or indirectly, with any bidder or person to put in a sham bid or proposal or to refrain from bidding or making a proposal and is not in any manner,

directly or indirectly, sought by agreement of collusion or communication or conference, with any person to price fix or any other person, or to fix any overhead, profit or cost element of said price, or that if any person, or to secure an advantage against the Board of Education of Howard County or any other person interested in the proposed contract; and that all statements in the proposal or bid are true. I acknowledge that, if the representations set forth in this affidavit are not true and correct, the Board of Education of Howard County may terminate any contract awarded and take any other appropriate action.

6. I affirm that this firm will not knowingly employ an individual to work at a school if the individual is a Registered Sexual Offender, pursuant to section 11-722 (C) of the Criminal Procedure Article of the Annotate Code of Maryland. A firm or person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both.

The statements contained in this affidavit shall be incorporated into the awarded contract as material provisions and shall be effective throughout the life of the contract. The firm has a continuing obligation through the life of the contract to submit a revised affidavit should the firm discover information, or events occur, which render the contents of this affidavit erroneous or incomplete or which would result in the firm providing a different response. The firm's failure to submit a revised affidavit within three (3) working days of either its awareness of any error, change of circumstances, incompleteness, etc., or request by the owner shall constitute breach of contract. Upon submission of a revised affidavit, the owner has the right to take such actions as may be necessary, in the judgment of the owner, to maintain and enforce the provisions of the affidavit, including termination of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM under the penalties of perjury that the contents of these affidavits (Statutory and Non-Collusion) are true and correct, that I am executing this Affidavit in compliance with Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, and the Non-Collusion Certification in compliance with requirements of the Howard County Board of Education, and that I am executing and submitting this Form of Proposal on behalf of and as authorized by the bidder named below.

WITNESS:

Title: _____

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 2019.

NOTARY PUBLIC

My Commission Expires: _____

(Legal Name of Company)

(Address)

(City)

(State) (Zip)

(Telephone)

(Fax)

(Signature)

(Title)

(Date)

(Printed)

In the presence of _____
(Witness) (Date)

We are/I am licensed to do business in the State of Maryland as a:

Corporation

Partnership

Individual

Other