

## MEMORANDUM

August 21, 2019  
**M0903-MYT**  
 MYT/995-1434

TO: Mr. Alberto M. Carvalho, Superintendent of Schools

THROUGH: Ron Y. Steiger, Chief Financial Officer

FROM: Melody Y. Thelwell, Chief Procurement Officer  
 Procurement Management Services

**RUSH**

SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by School Board Policy 6320, Purchasing. It is the District's established practice, for Procurement Management Services to apply the contract amount for each approved extension, during the term of the contracts. There is no obligation to purchase any amount within the contract period as set forth in the bid solicitation. It is requested that you review and approve the extensions listed below:

Contract Number	Contract Title	Board Approval Date	#of Extensions Granted	Board Approved Amount	Board Approved Term	#of Extensions Used	Current Contract Expenditures	New Contract Amount	New Contract Term	Reason For Contract extension vs. re-Bid
ITB-15-086-YWP	Program Evaluation Consultant Services	September 7, 2016	2 - 1 year terms	\$1,000,000	3	0	\$ 1,728,480	\$333,500	9/7/19 through 3/6/20	Originating department has requested to utilize first extension for a six month period in order to keep expanded pool of vendors. Department to release new ITB within the next three months.

REVIEWED: \_\_\_\_\_

School Board Attorney

RECOMMENDED: \_\_\_\_\_

Ron Y. Steiger, Chief Financial Officer

APPROVED: \_\_\_\_\_

Alberto M. Carvalho  
 Superintendent of Schools

MYT:cm

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 FINANCIAL SERVICES

1255.13 19-02-802-JPI

## CONTRACT EXTENSION SUMMARY

Contract No.: **ITB-15-086-YWP**

Contract Title: **PROGRAM EVALUATION CONSULTANT SERVICES**

Board Meeting Date: September 7, 2016

Agenda Item: E-141

Purpose of Contract: The purpose of this Invitation To Bid (ITB) is to develop a pool of approved consultants to conduct needs assessments; develop evaluation plans and research designs; collect and analyze data; interpret results; and prepare recommendations and reports, on as-needed basis.

Initial Award Amount: \$2,000,000

Initial Contract Award Period and Extension: September 7, 2016 through September 6, 2019  
Three (3) years, with an option to extend for two (2) additional one (1) year periods beyond the expiration date of the current contract period.

Current Extension Amount: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: \$333,500

Recommended Extension Period: September 7, 2019 through March 6, 2020  
This is the first extension of the contract.

Vendors Recommended for Contract Extension: Fourteen (14)

1. Adelaide Services, Inc. Dba Arroyo Research Services
2. American Institutes For Research In The Behavioral Sciences
3. Center For Assessment, Strategic Planning, Evaluation And Research, LLC.
4. Escoffery Consulting Collaborative, INC.
5. Evergreen Solutions, LLC.
6. Hezel Associates, LLC.
7. Measurement Incorporated
8. Prismatic Services, Incorporated
9. Q-Q Research Consultants, LLC.
10. RMC Research Corporation
11. The CNA Corporation
12. Thomas P. Milller & Associates, LLC.
13. Trustees Of Indiana University
14. Wested

Cost Savings: No ☒

Justification: It is considered to be in the best interest of the District to extend this contract for an additional six month period, to benefit from fixed prices and continuity of service, inasmuch as the Consumer Price Index (CPI), as of July 2019, indicated an increase of 0.3%. Staff has indicated satisfactory performance from the vendor and recommends extension. This extension is based on the terms and conditions contained in the original contract approved by the School Board.

Benchmark: N/A

Authorization to proceed with extension: ☒ Approved  
☐ Denied

Buyer: Charisma Montfort  
Charisma Montfort, Procurement Director

Date: August 21, 2019

Melody Y. Thelwell

Melody Y. Thelwell, Chief Procurement Officer

Date: 8/21/19