



UTAH STATE BOARD OF EDUCATION

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MEMORANDUM

TO: Members, Utah State Board of Education

FROM: Brad C. Smith
Chief Executive Officer

DATE: August 6-7, 2015

ACTION: Contracting Procedure Review

Background:

A yearly review of contracting procedures is necessary to ensure understanding of the process by new and existing Board members.

Key Points:

Contract or contract amendments above the \$100,000 threshold require Board approval. The current process for review and approval involves a one-page summary of the contract that is loaded into the consent calendar. Future iterations of the contract review and approval process are discussed to ensure the best submission and review methodology for not only contracts requiring Board approval but contracts and contract amendments under \$100,000 approved by the Superintendent.

Anticipated Action:

The Finance Committee will receive information on current processes and procedures with the potential of a decision on the best methodology for submission, review, and approval for contracts and contract amendments and whether or not the entire contract is reviewable.

Contact: Scott Jones, Associate Superintendent, 801-538-7514

C-3
Aug

AMENDMENT #2

UTAH STATE OFFICE OF EDUCATION/UTAH OFFICE OF REHABILITATION

Contract INFORMATION

State No.	146049
Agency No.	5244

Contractor and Address	Utah Statewide Independent Living Council 150 South 600 East, Suite 5C Salt Lake City, UT 84102	Vendor Number	24165D
		Commodity Code	96102000000

Agency Monitor	R. Thomas England	Amount \$	173,567.00	From	10/01/2015	To	09/30/2016
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Schedule of Payments: Payments will be made by monthly reimbursement	
Original amount	\$159,653.00
Amendment #1	\$180,062.00
Amendment #2	\$173,567.00
Total contract amount	\$513,282.00

Purpose of Contract:
To provide resources to the Independent Living Program in accordance with Title VII Part B and the State Plan for Independent Living.

Correlation with Board Goals:

		Yes	No
Greater Than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed).		x
	The proposals were reviewed by an in-agency committee, and the least-Costly and best-performance proposal was selected.	x	
Less than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed).		
	The proposals were reviewed by an in-agency committee, and the least-Costly and best-performance proposal was selected.		
General Information	The contract was awarded using appropriate policy and procedures.	x	
	The employment goals of the affirmative action program were followed.	x	
	A conflict of interest involving USOR/USOR staff exists.		x
	The contract uses federal funds.	x	

Agency approval certifies that all parties herein receiving fees, stipends, or other payment in excess of approved travel and per diem reimbursement will receive no remuneration from another state agency, state institution, school district, or other political subdivision (unless so stated in the parties' annual employment contract) for the time and service that they claim payment from the USOE in relation to this request.

Fund	Agency	Organ	Approp	Object	Activity	Rep Cat	Project
2480	400	3177	PBC	7512	T625		17772000
	400	3177	PBC	7512	T925		17772000

Division Superintendent or Designee _____ Date _____

Upon final approval by State Finance:
Original: attach to documents
Duplicate: division accountant
Triplicate: division/unit
Quadruplicate: Board agenda

Accounting _____ Date _____

Superintendent/Executive Director or Designee _____ Date _____

State No.
Agency No. For Office Use Only <i>5245</i>

Contract Information

Contractor and Address Evaluation and Training Institute 100 Corporate Pointe, Suite 387 Culver City, CA 90230	Vendor No VC0000144053		
	Commodity Code 91838		
Agency Monitor Jennifer Thronsen	Amount \$ 947,760.00	From 08/15/2015	To 12/31/2019

Schedule of Payments: Payment upon final approval of contract

Purpose of Contract:

The purpose of this contract is to provide Independent External Evaluation of the UPSTART Program

Correlation with Board Goals:

Greater than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed) RX 400 52000000011	Yes XX	
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		X
Less than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed).		
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		
General Information	The contract was awarded using appropriate policy and procedures.	XX	
	The employment goals of the affirmative action program were followed.	XX	
	A conflict of interest involving USOE/USOR staff exists.		X
	The contract uses federal funds.		X

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Fund	Agency	Organ	Approp	Object	Activity	Rep Cat	Project
2480	400	2805	PAB	6137	T016		8050100

Upon final approval by State Finance:
 Original: attach to documents
 Duplicate: division accountant
 Triplicate: division/unit
 Quadruplicate: Board agenda

 Division Superintendent or Designee Date

 Accounting Date

Prepared by: Noralee Green 538-7784

 Superintendent/Executive Director or Designee Date

Contract Information

State No.
Agency No. For Office Use Only <i>5246</i>

Contractor and Address	Snapp Studios, LLC 595 So. Riverwoods Pkwy, Ste. 100 Logan, Utah 84321	Vendor No VC0000194197
		Commodity Code

Agency Monitor **Linda Mayne** Amount \$ **1,237,518.00** From **09/1/2015** To **8/31/2020**

Schedule of Payments: Payment upon final approval of contract

Purpose of Contract:
The purpose of this contract is to provide Drivers Education training software.

Correlation with Board Goals:

Greater than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed) SS# 16207	Yes XX	N
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		X
Less than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed).		
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		
General Information	The contract was awarded using appropriate policy and procedures.	XX	
	The employment goals of the affirmative action program were followed.	XX	
	A conflict of interest involving USOE/USOR staff exists.		X
	The contract uses federal funds.		X

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Fund	Agency	Organ	Approp	Object	Activity	Rep Cat	Project
2480	400	0666	PAH	6137	T016		66602000

Upon final approval by State Finance:
Original: attach to documents
Duplicate: division accountant
Triplicate: division/unit
Quadruplicate: Board agenda

Division Superintendent or Designee Date

Accounting Date

Prepared by: Noralee Green 538-7784

Superintendent/Executive Director or Designee Date

C-3 *[Signature]*
 Aug. 95

UTAH STATE OFFICE OF EDUCATION/UTAH STATE OFFICE OF REHABILITATION

Contract Information

State No.

Agency No. For Office Use Only
 5247

Contractor and Address		Multiple vendors to be determined based on RFP solicitation BC16001 process that closes July 16 th .		Vendor No	
Agency Monitor		Joseph Borrack	Amount \$ 8,000,000.00	From 08/15/2015	To 8/14/2020

Schedule of Payments: Payment upon final approval of contract

Purpose of Contract:
 The purpose of this contract is to provide a data analysis component (DAC) for the USOE's chosen diagnostic assessment system for reading for students in kindergarten through grade three.

Correlation with Board Goals:
 The Utah Board of Education has adopted Dynamic Indicators of Basic Early Literacy Skills (DIBELS). Senate Bill 263 (2015) requires a DAC generate parent, teacher, school and LEA reports.

Greater than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed) BC16001	Yes XX	No
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		X
Less than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed).		
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		
General Information	The contract was awarded using appropriate policy and procedures.	XX	
	The employment goals of the affirmative action program were followed.	XX	
	A conflict of interest involving USOE/USOR staff exists.		X
	The contract uses federal funds.		X

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Fund	Agency	Organ	Approp	Object	Activity	Rep Cat	Project
2480	400	2811	PAJ	6137	T016		81101000

Upon final approval by State Finance:
 Original: attach to documents
 Duplicate: division accountant
 Triplicate: division/unit
 Quadruplicate: Board agenda

Prepared by: Noralee Green 538-7815

 Division Superintendent or Designee Date

 Accounting Date

 Superintendent/Executive Director or Designee Date

Contract Information

State No.
Agency No. For Office Use Only <i>5248</i>

Contractor and Address	Kimono, LLC Gary Johnson, gjohnson@utah.gov , 877-262-9143 ex 7013 35 West Broadway, Suite 103 Salt Lake City, UT 84101	Vendor No. VC00001933 Commodity Code 92045
Agency Monitor	C. Derek Howard	Amount \$ 850,000 From 9/1/2015 To 9/1/2020

Schedule of Payments:
Yearly payment upon invoice for annual fee plus any optional work completed.

Purpose of Contract:
Student Locator Framework (SIFWorks SLF) and Zone Integration Server (SIFWorks ZIS) software for the Utah Transcript and Record Exchange (UTREx).
SLF and ZIS are separate products and may be individually terminated.

Correlation with Board Goals: To maintain the data submission process required by state legislation and federal requirements.

Greater than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed) SS15384	Yes XX	
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		>
Less than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed).		
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		
General Information	The contract was awarded using appropriate policy and procedures.	XX	
	The employment goals of the affirmative action program were followed.	XX	
	A conflict of interest involving USOE/USOR staff exists.		>
	The contract uses federal funds.		>

Agency approval certifies that all parties herein receiving fees, stipends or other payment in excess of approved travel and per diem reimbursement will receive no remuneration from another state agency, state institution, school district, or other political sub-division (unless so stated in the parties' annual employment contract) for the time and service that they claim payment from the USOE in relation to this request.

Fund	Agency	Organ	Approp	Object	Activity	Rep Cat	Proje
2480	400	0443	PAN	6137	T016		4431100

Upon final approval by State Finance:
Original: attach to documents
Duplicate: division accountant
Triplicate: division/unit
Quadruplicate: Board agenda

Division Superintendent or Designee _____ Date _____

Accounting _____ Date _____

Prepared by: Kellie Tyrrell 801-538-7900

Superintendent/Executive Director or Designee _____ Date _____

Contract Information

State No.

Agency No. For Office Use Only
5249

Contractor and Address: ESP Solutions Group, Inc.
 Jim Rife, jrife@espsg.com, 512-879-5355
 8627 Mopace Expy, Suite 400
 Austin, TX 78759

Vendor No: VC00001933
 Commodity Code

Agency Monitor: C. Derek Howard Amount \$: \$441,150 From: 9/1/2015 To: 8/31/2020

Schedule of Payments:
 Yearly payment upon invoice for annual fee plus and optional work completed.

Purpose of Contract:
 To license the Vertical Reporting Framework (VRF) software for the Utah Transcript and Record Exchange (UTREx).

Correlation with Board Goals:
 To maintain reports process required by state legislation and federal requirements.

Greater than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed) SS15383	Yes XX	
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		>
Less than \$5,000	This contract was entered into as a result of the state-level bidding process (RX was processed).		
	The proposals were reviewed by an in-agency committee and the least-costly and best-performance proposal was selected.		
General Information	The contract was awarded using appropriate policy and procedures.	XX	
	The employment goals of the affirmative action program were followed.	XX	
	A conflict of interest involving USOE/USOR staff exists.		>
	The contract uses federal funds.		>

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Fund	Agency	Organ	Approp	Object	Activity	Rep Cat	Proje
2480	400	0443	PAN	6137	T016		4431100

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Division Superintendent or Designee _____ Date _____

Accounting _____ Date _____

Prepared by: Kellie Tyrrell 801-538-7900

Superintendent/Executive Director or Designee _____ Date _____

Contracts approved by State Superintendent or USOR Director (less than

Agency Contract #	Section	Vendor	Current Amendment Amount	Original plus amendments to date	Total Contract Amount
146144	SARS	Ohio State University	\$10,000.00	\$20,000.00	\$30,000.00

\$100,000)	
Expiration Date	Contract Purpose
09/30/15	IDEA community school model eval

USOE/USORAgency Contracts w/Renewals

Contract Number	Vendor Name	Section	Contract Monitor	Contract Begin Date	Contract End Date	Status	Comments
146238	GCS Service Inc. DBA Ecolab Inc	DRS/BEP	Donna Wells	1/2/2014	1/1/2016	maintenance for IRS café equip Amendment #2	BEP notified