

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #28 (2001-2002)

November 12, 2001

TO: SCHOOL BOARD
FROM: OFFICE OF THE SUPERINTENDENT
SUBJECT: AWARD OF CONTRACT: CURRICULUM AUDIT

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the award of a contract to Phi Delta Kappa for a Curriculum Audit at a cost not to exceed \$122,775.

PERTINENT FACTS:

In August of this year, a RFP was issued for a curriculum audit. The first RFP for these services was cancelled. District staff revised the scope of services and time frame resulting in issuance of a second RFP. This contract award recommendation is a result of a Request for Proposals (RFP) to perform a Curriculum Audit for the District. The Contractor will work closely with District staff to complete a study that examines the extent to which there is alignment between the curriculum in Anchorage schools and standards, student benchmarks, instructional materials, student performance measures, and the systems designed to support high student achievement. The goal of the study is to discover the degree of alignment that exists and to make recommendations that may be implemented to improve instruction and student academic performance. The audit will begin upon award of the contract with a final report due to the Superintendent not later than August 15, 2002.

Requests for Proposal were mailed to 39 firms (Attachment A). Proposals were submitted by Phi Delta Kappa and Center for Curriculum Renewal.

The Request for Proposals included criteria for a two step Evaluation Process and required that proposals include a completed Fixed Fee Proposal Schedule to be submitted in a separate sealed envelope. The Evaluation Process, Step One, was the technical review of the proposals covering the scope of services.

Step Two was the opening of the Fixed Fee Schedules for all proposals and assigning points which were then added to the scores achieved in Step One.

The proposals were analyzed and evaluated by a selection committee comprised of District personnel. Under Step One of the evaluation process, each committee member analyzed and scored the written proposals independently using the Evaluation Schedule included in the proposals, the Fixed Fee Proposals were then opened by the Purchasing Department and points assigned.

As the highest ranking proposer, Phi Delta Kappa is the recommendation of the Administration. Phi Delta Kappa has performed curriculum audits of various large, urban school districts including Montgomery County Public Schools in Baltimore, Maryland; Akron Public schools in Ohio; Boise Public Schools in Idaho, Ketchikan School District in Alaska; and Columbus Public Schools in Ohio. In addition to these school districts, other references were provided.

CERTIFICATION OF FUNDS:

Funds Description:

(01) General Fund (2000-2001)
(100101) School Board
(3010) Contract Services, Administration

| <u>Fund Source:</u> | <u>Fund</u> | <u>Funding Source</u> | <u>Account Code</u> | <u>Amount</u> |
|---------------------------------------|-------------|-----------------------|---------------------|---------------|
| Contract Services - Administration | 01 | 100101 | 3010 | \$122,775 |

CC/GV/DC/BH/PC/hs

Attachment

Prepared by: Pamela K. Chenier, Senior Purchasing Agent
Bob Henry, Director of Purchasing/Warehouse
Dale Cope, Executive Director, Curriculum and Evaluation

Approved by: George Vakalis, Assistant Superintendent, Support Services

ABSTRACT OF BIDS

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| Commodity or Service: | <u>Curriculum Audit</u> |
| Proposals Submitted On: | <u>10:00 A.M., Anchorage Time October 5, 2001</u> |
| Budget Fund: | <u>General</u> |
| Number of Request for Proposals Sent: | <u>Thirty-nine (39)</u> |
| Number of Responsive Proposals Received: | <u>Two (2)</u> |
| Number of "NO BIDS" Received: | <u>One (1)</u> |
| Number of "NON-RESPONSIVE PROPOSALS" Received: | <u>None</u> |
| Advertising Date: | <u>Anchorage Daily News September 19, 2001</u> |
| Preproposal Conference Held: | <u>10:00 A.M., Anchorage Time September 27, 2001</u> |
| Addendum Issued: | <u>None</u> |