

SUPPORTING AGENDA DATA  
BOARD OF DIRECTORS, EDUCATION SERVICE CENTER, REGION 20

May 6, 2015

SUBJECT: PROPOSALS

Proposal for Stock Forms  
Proposal for Facility Master Plan  
Proposal for PACE Purchasing Cooperative Professional Management Services–Benefits Consulting  
Proposal for PACE Purchasing Cooperative Copier Supplies, Equipment & Connectivity  
Proposal for PACE Purchasing Cooperative Disaster Recovery and Repair  
Proposal for PACE Purchasing Cooperative Professional Telehealth Management Services

ACTION: It is recommended that the following resolution be adopted:

BE IT RESOLVED, That the Board of Directors approves the proposals listed on the following pages.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "R. Beard", is written over a light gray rectangular background.

Ronny L. Beard  
Executive Director

## PROPOSALS

### PROPOSAL FOR STOCK FORMS

**EXPLANATION:** The Associate Director of Information Technology Services requested that proposal #1507 be solicited for Stock Forms. Four proposals were mailed. One responsive proposal was received. A tabulation of the responsive proposal is attached to this agenda item. **The proposal for Stock Forms, proposal #1507 is awarded to responsive bidder: Rabo Business Forms for an estimated amount of \$6,000.00.**

### PROPOSAL FOR FACILITY MASTER PLAN

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested that proposal #1504 be solicited for Facility Master Plan. Sixteen proposals were mailed. Five responsive proposal was received. A tabulation of the responsive proposals is attached to this agenda item. **The proposal for Facility Master Plan, proposal #1504 is awarded to responsive bidder: Debra Dockery, Architect for an estimated amount of \$135,000.00.**

### PACE PURCHASING COOPERATIVE PROPOSAL PROFESSIONAL MANAGEMENT SERVICES– BENEFITS CONSULTING

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested that proposals be solicited for Professional Management Services – Benefit Consulting to benefit the PACE Purchasing Cooperative membership. Five proposals were mailed. Two responsive proposals were received. A tabulation of the responsive proposals is attached to this agenda item. **The proposal for PACE Purchasing Cooperative for Professional Management Services–Benefits Consulting is awarded to responsive bidder: Financial Benefit Services.**

### PACE PURCHASING COOPERATIVE PROPOSAL COPIER SUPPLIES, EQUIPMENT & CONNECTIVITY

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested that proposals be solicited for Copier Supplies, Equipment & Connectivity to benefit the PACE Purchasing Cooperative membership. Six proposals were mailed. One responsive proposal was received. A tabulation of the responsive proposal is attached to this agenda item. **The proposal for PACE Purchasing Cooperative for Copier Supplies, Equipment & Connectivity is awarded to responsive bidder: Dahill Office Technology Corporation.**

### PACE PURCHASING COOPERATIVE PROPOSAL DISASTER RECOVERY AND REPAIR

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested that proposals be solicited for Disaster Recovery and Repair to benefit the PACE Purchasing Cooperative membership. Three proposals were mailed. Three responsive proposals were received. A tabulation of the responsive proposals is attached to this agenda item. **The proposal for PACE Purchasing Cooperative for Disaster Recovery and Repair is awarded to Belfor USA Group Inc.**

### PACE PURCHASING COOPERATIVE PROPOSAL PROFESSIONAL TELEHEALTH MANAGEMENT SERVICES

**EXPLANATION:** The Associate Director of Business and Human Resource Services requested that proposals be solicited for Professional Telehealth Management Services to benefit the PACE Purchasing Cooperative membership. Five proposals were mailed. One responsive proposal was received. A tabulation of the responsive proposal is attached to this agenda item. **The proposal for PACE Purchasing Cooperative for Professional Telehealth Management Services is awarded to Financial Benefit Services.**

### **Stock Forms – Proposal #1507**

Item #	Vendor ESC #	Rabo Business Forms
1	2078	N/B
	<b>Total</b>	
2	6185	N/B
	<b>Total</b>	
3	6192	\$ 6.35
	<b>Total</b>	\$ 2,754.63
4	6193	\$ 17.75
	<b>Total</b>	\$ 1,814.05
5	6194	\$ 13.50
	<b>Total</b>	\$ 243.00
6	6195	\$ 14.35
	<b>Total</b>	\$ 1,076.25

### **Facility Master Plan – Proposal #1504**

	Possible Points	WestEast Design Group	Garza Bomberger	CHAI Architects	Page	Debra Dockery, Architect
Pricing Based on Bill Rates	20	19	18	20	16	17
Reference	15	15	15	15	15	15
Experience in FMP	20	17	20	16	19	18
Relationship in Community	20	20	17	16	18	19
Results before Interview	75	71	70	67	68	69
		WestEast Design Group	Garza Bomberger	CHAI Architects	Page	Debra Dockery, Architect
Interview	25	17	22	n/a	n/a	25
<b>Totals</b>	<b>100</b>	<b>88</b>	<b>92</b>	<b>67</b>	<b>68</b>	<b>94</b>

Responding vendors were scored based on Price, References, and Experience in Facility Master Planning and Relationships in the Community. On Monday April 13<sup>th</sup> a presentation by each of the top 3 high scoring vendors were viewed. The presentation included clarification of their proposals and a question and answer opportunity.

### **PACE Purchasing Cooperative Professional Management Services-Benefits Consulting–Proposal # P00146**

	Possible Points	FBS-Financial Benefit Service	US Employee Benefits
Conformance to Term and Conditions	5	5	5
Pricing	38	38	38
Industry and Marketplace Successes	5	5	3
Bidders ability to deliver and service to PACE members	10	10	10
Bidders marketing plan	5	4	4
Value added attributes	5	5	3
Invoicing payment terms	2	2	2
Warranty coverage	10	-	0
Selection and variety of products and services offered	20	20	16
	<b>100</b>	<b>89</b>	<b>81</b>

**PACE Purchasing Cooperative Copier Supplies, Equipment & Connectivity – Proposal # P00161**

	Possible Points	Dahill Office Technology Corp.
Conformance to Term and Conditions	5	5
Pricing	38	36
Industry and Marketplace Successes	5	5
Bidders ability to deliver and service to PACE members	10	8
Bidders marketing plan	5	4
Value added attributes	5	5
Invoicing payment terms	2	2
Warranty coverage	10	9
Selection and variety of products and services offered	20	19
	<b>100</b>	<b>93</b>

**PACE Purchasing Cooperative Disaster Recovery and Repair – Proposal # P00159**

	Possible Points	Belfor Property	Gerloff Company	Mooring USA
Conformance to Term and Conditions	5	5	5	5
Pricing	38	35	36	33
Industry and Marketplace Successes	5	5	4	4
Bidders ability to deliver and service to PACE members	10	10	8	9
Bidders marketing plan	5	4	4	4
Value added attributes	5	5	3	3
Invoicing payment terms	2	2	2	2
Warranty coverage	10	10	10	10
Selection and variety of products and services offered	20	20	16	18
	<b>100</b>	<b>96</b>	<b>88</b>	<b>88</b>

**PACE Purchasing Cooperative Professional Telehealth Management Services – Proposal # P00160**

	Possible Points	Financial Benefit Service
Conformance to Term and Conditions	5	5
Pricing	38	33
Industry and Marketplace Successes	5	5
Bidders ability to deliver and service to PACE members	10	9
Bidders marketing plan	5	5
Value added attributes	5	4
Invoicing payment terms	2	2
Warranty coverage	10	10
Selection and variety of products and services offered	20	18
	<b>100</b>	<b>91</b>