Contract Owner’s Guide To Obtain Contract Service

All services provided to the District require a BPS contract.

1. Identify stakeholders and select members for your evaluation team, which should include:
   a. For expenditures >$100,000 invite a “standing evaluation team member” (Dixon or Halady)
   b. Contract Owner
   c. At least 2 others stakeholders
      i. Team minimum of 3 for services with a cumulative expenditure <$50,000
      ii. Team minimum of 4 for services with a cumulative expenditure >$50,000

2. Schedule a meeting of your evaluation team and additional stakeholders. At the meeting:
   a. Assure that all members are respectful, have a voice in the process, and are able to commit their time and effort to the process
   b. Remind the team that they are all stewards of the district’s resources doing their best to bring quality services to the district
   c. Identify the district’s needs and desired outcomes are from the requested service considering what the most important aspects of the service are for each area of the district impacted by the requested service
   d. Outline needs and preferences to develop a scope of work
   e. Work together to establish or confirm the evaluation criteria and identify corresponding material or data (the requirements) that can prove the vendor’s ability to provide service as per the scope of work
   f. Make sure that the requirements agree with the evaluation criteria
   g. Verify that all stakeholders understand that confidentiality will protect the integrity of this process and the evaluation process
   h. Direct team members to bring all questions concerning the evaluation process to the owner
   i. Obtain completed 139-j memos from your evaluation team

3. Complete the Offering form (Document number 5410-002) available in the document library.
   a. Green areas will be addressed by purchase staff
   b. ALL areas in red should be addressed by the owner prior to submission of Document 5410-002

4. Submit Offering form, a list of potential bidders with e-mail addresses, completed 139-j memos, and the evaluation criteria detail spreadsheet to Purchase (must be submitted by a Cabinet Member)

5. A project will be created in Bonfire, evaluators invited via e-mail, prospective vendors notified of the opportunity via e-mail, and advertisements placed in local newspapers and the NYS Contract Reporter.

6. All vendor questions must be submitted through the Bonfire portal. Every question will be answered and published on the Bonfire portal by the date listed in the Offering form. If Owner receives any inquiries outside of the portal, they must direct the vendor to submit questions through the portal AND include that question on the Questions and Answers to be published through the portal.

7. Evaluate proposals
   a. Evaluators receive e-mail notification when proposals are ready to be evaluated/scored
   b. Evaluators will score proposals in Bonfire based on the criteria established in step 2 above

8. Work with Purchase to prepare Board Recommendation no later than 5 days before Board Meeting deadline

9. Upload Board Recommendation to BoardDocs. Include all relevant attachments:
   a. Evaluation Summary
   b. EEO Summary
   c. Offering Specification

10. Prepare Contract Checklist (available in the document library) and submit to bpscontracts@buffaloschools.org
    Include all relevant attachments:
    1. Approved Board Recommendation (pdf)
    2. Contract (word document)
    3. Offering Specification (pdf)
    4. Vendor Proposal (pdf)
    5. Other Documentation As Per Checklist
Evaluation Criteria Detail

Provide Brief Detail for evaluators to consider when rating each criteria item. This information will appear to evaluators when they review and rate proposals. Each offering requirement must be linked to at least one of the criteria.

Points earned for each criteria will be calculated using the evaluator’s rating. The Criteria Table in the Offering Specification lists the criteria and the maximum points that can be awarded for each.

Criteria may be rated as
a. pass/fail,
b. 1, 5, or 10 rating, or

All requirements must be connected to at least one of the evaluation criteria.

The criteria and points are also listed in the table of the offering specification.

The criteria detail will appear to the evaluator as they score vendor proposals.

Rating scale and minimum acceptable score (e.g. 75%) must be defined on the criteria detail spreadsheet.

Evaluation Criteria Detail Spreadsheet Example:

<table>
<thead>
<tr>
<th>Criteria (as listed in offering)</th>
<th>Criteria Detail</th>
<th>Points</th>
<th>Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge:</td>
<td>Proposal demonstrates the vendor’s knowledge of education in providing social emotional learning.</td>
<td>15</td>
<td>1,5,10</td>
</tr>
<tr>
<td>Experience:</td>
<td>Vendor has provided 3 references as required, verifying their experience with hiring staff, monitoring socio-emotional programs as well as using data to assess outcomes.</td>
<td>10</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Curriculum:</td>
<td>Proposal demonstrates ability to provide evidence-based curriculum.</td>
<td>20</td>
<td>1,5,10</td>
</tr>
<tr>
<td>Data Collection:</td>
<td>Proposal demonstrates ability to provide a system for collecting and providing classroom data to teachers.</td>
<td>5</td>
<td>1,5,10</td>
</tr>
<tr>
<td>Professional Development:</td>
<td>Proposal demonstrates ability to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide training &amp; coaching services by experienced staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Provide a PD model where teachers receive coaching within their classrooms to support implementation of the curriculum.</td>
<td>15</td>
<td>1,5,10</td>
</tr>
<tr>
<td>Resources &amp; Components:</td>
<td>Proposal demonstrates ability to provide each teacher with the resources &amp; developmentally appropriate components to implement program.</td>
<td>5</td>
<td>1,5,10</td>
</tr>
<tr>
<td>Cost:</td>
<td>Auto scored</td>
<td>30</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Minimum Acceptable Score: 75%