

AGENDA
SPECIAL MEETING OF THE CAPE CORAL
CHARTER SCHOOL GOVERNING BOARD

Tuesday, June 4, 2024

City of Cape Coral Charter School-
City of Cape Coral Council Chambers
3:30 PM

1. CALL TO ORDER:

A. Kristifer Jackson, Chair

2. MOMENT OF SILENCE:

A. Kristifer Jackson, Chair

3. PLEDGE OF ALLEGIANCE:

A. Kristifer Jackson, Chair

4. ROLL CALL:

A. Mykisha Atisele, Kristifer Jackson, Keith Long, Dist 6, Karen Michaels, Dr Guido Minaya, Charles Pease, Cathy Stout. Parent Representatives: Jennifer Hoagland/OHS, Gregor Schade/OMS, Jose Soto/OES, Caroline Rouzeau/OEN

5. AGENDA ITEMS:

A. 5. CONSENT

B. 5 A: Request for Approval to Purchase a 14-Passenger, Rear-Luggage Multipurpose Van from Master's Transportation, Inc. utilizing the Interlocal Purchasing System (TIPS) contract RFP230204 Buses and other transportation vehicles in the Amount of \$119,000; and to Authorize the Superintendent to Execute the Purchase Order, Change Order, or any other related documents.

C. 5 B: Request for Approval of the City of Cape Coral Charter School Authority, Oasis Charter Schools Wellness Policy Update SY 2023/2024

D. 6. UNFINISHED BUSINESS

E. 6 A: Request for Acceptance and Approval to Engage the Services of Evergreen Solutions, LLC to Conduct and Complete in Four (4) Months from Contract Execution a Classification and Compensation Study for All Employees of the City of Cape Coral Charter School Authority, and Oasis Charter Schools, in the Amount Not-to-Exceed \$42,500, which includes two (2) onsite visits, travel costs, transportation, fringe benefits, indirect costs(overhead), clerical support, and all other out-of-pocket expenses.

F. 7. NEW BUSINESS

G. 7 A: Request for Approval to Purchase Network Switches and Wireless Access Point upgrades to Replace the current Juniper and Meraki equipment from Imperium Data Networks via a Request for Proposal issued by E2E

Exchange in the Amount of \$316,161.53, and to Authorize the Superintendent to Execute Purchase Orders, Change Orders, and any related documents.

6. TIME AND DATE OF NEXT MEETING:

- A. The Next Regular Governing Board Meeting will be held on Tuesday, June 25, 2024, at 5:30p.m., at City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33909

7. ADJOURNMENT:

Members of the audience who address the Board/Commission/Committee shall step up to the speaker's lectern and give his/her full name, address and whom he/she represents. Proper decorum shall be maintained at all time. Any audience member who is boisterous or disruptive in any manner to the conduct of this meeting shall be asked to leave or be escorted from the meeting room.

In accordance with the Americans with Disabilities Act and S.S. 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk whose office is located at City Hall, 1015 Cultural Park Boulevard, Florida; telephone number is 1-239-574-0411, at least forty-eight (48) hours prior to the meeting for assistance. If hearing impaired, telephone the Florida Relay Service Numbers, 1-800-955-8771 (TDD) or 1-800-955-8700 (v) for assistance.

In accordance with Florida Statute 286.0105: any person who desires to appeal any decision at this meeting will need a record of the proceedings and for this purpose may need to ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which the appeal is based.

Item Number:	1.A.
Meeting Date:	6/4/2024
Item Type:	Call to Order

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Kristifer Jackson, Chair

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	2.A.
Meeting Date:	6/4/2024
Item Type:	Moment of Silence

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Kristifer Jackson, Chair

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number: 3.A.
Meeting Date: 6/4/2024
Item Type: Pledge of Allegiance

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Kristifer Jackson, Chair

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	4.A.
Meeting Date:	6/4/2024
Item Type:	Roll Call

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

Mykisha Atisele, Kristifer Jackson, Keith Long, Dist 6, Karen Michaels, Dr Guido Minaya, Charles Pease, Cathy Stout. Parent Representatives: Jennifer Hoagland/OHS, Gregor Schade/OMS, Jose Soto/OES, Caroline Rouzeau/OEN

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	5.A.
Meeting Date:	6/4/2024
Item Type:	Agenda Items

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

5. CONSENT

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	5.B.
Meeting Date:	6/4/2024
Item Type:	Agenda Items

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

5 A: Request for Approval to Purchase a 14-Passenger, Rear-Luggage Multipurpose Van from Master's Transportation, Inc. utilizing the Interlocal Purchasing System (TIPS) contract RFP230204 Buses and other transportation vehicles in the Amount of \$119,000; and to Authorize the Superintendent to Execute the Purchase Order, Change Order, or any other related documents.

SUMMARY:

Purchase of 14-passenger multipurpose "Shark" van.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ MASTERS 14-PASSENGER VAN MAY 2024	Backup Material

City of Cape Coral
The Oasis Charter Schools
Purchase Order Request Form



FUND NUMBER:	000 ("000" for General Fund or Internal Fund #)	DATE:	May 16, 2024
SCHOOL	ADMINISTRATION		
FUND NAME:	GENERAL FUND		

VENDOR NAME AND ADDRESS:	MASTERS TRANSPORTATION INC 800 QUICK TRIP WAY BELTON, MO 64012	SHIP TO: ATTN:	ADMINISTRATION 3519 OASIS BLVD CAPE CORAL, FL 33914
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VENDOR CONTACT:	BRENT SCHUMACHER - ADDITIONAL SHARK VAN
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QTY	UNIT PRICE	ORGANIZATION CODE	OBJECT	ITEM DESCRIPTION	TOTAL
1	\$29,750.00	C4307300	564102	CAPE CORAL CHARTER SCHOOL AUTHORITY	\$ 29,750.00
1	\$29,750.00	C5107300	564102	OASIS CHARTER SCHOOLS	29,750.00
1	\$29,750.00	C7107300	564102	SY 2023-2024	29,750.00
1	\$29,750.00	C8107300	564102	PURCHASE OF 14-PASSENGER, REAR LUGGAGE	29,750.00
				MULTI-PURPOSE VAN	-
				PURCHASE PRICE: \$119,000.00	
				INCLUDING DELIVERY	
				ITEM#: GL23-100	
				DESCPT: IFDFD4FN0RDD12648	
				MAKE/MODEL: FORD 2024 E-450	
				MILEAGE: NEW	-
					-
				PER MARK MASON 05/16/2024:	-
				UPCOMNG GB APPROVAL JUNE 25, 2024	-
				PROCEED WITH PO REQ TO HOLD PRICE	-
				PROCUREMENT HAS BEEN INFORMED AND WILL	-
				WORK WITH AJFORBES TO FACILITATE THE	-
				ACQUISITION (E-MAIL ATTACHED)	-
					-
					-
TOTAL:					\$ 119,000.00

ARE ITEMS FOR RESALE:	No
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Use the following object codes when items are for resale: 552119 - food & beverage / 552120 - all other items

REASON FOR PURCHASE:	

REQUESTED BY:	AJFORBES	 Approver's signature
APPROVED BY:	JCOLLINS	

SECRETARY USE ONLY:

INTERNAL FUNDS AVAILABLE	BALANCE
YES ☐ NO ☐ N/A ☐	
GENERAL FUNDS AVAILABLE	
YES ☐ NO ☐ N/A ☐	

SCHOOL SECRETARY'S SIGNATURE

OFFICE USE ONLY

Req #:	
P.O. #:	

07800
96286

1974

FW: Shark Van

Jacquelin Collins <Jacquelin.Collins@capecharterschools.org>

Thu 5/16/2024 11:36 AM

To: Kathleen Paul-Evans <Kathleen.Paul-Evans@capecharterschools.org>

See below

Jacquelin Collins
Superintendent
3519 Oasis Blvd.
Cape Coral, FL 33914
(239) 424-6100 ext. 7447



From: Mark Mason <mmason@capecoral.gov>

Sent: Wednesday, May 15, 2024 4:43 PM

To: Jacquelin Collins <Jacquelin.Collins@capecharterschools.org>

Subject: Re: Shark Van

Jacque,

No issues. Please proceed. Procurement has been informed and will work with AJ to facilitate the acquisition.

Mark



Mark C. Mason, CPA, Director of Financial Services

FINANCIAL SERVICES DEPARTMENT

1015 Cultural Park Boulevard Cape Coral, Florida 33990

Tel: (239) 574-0497

mmason@capecoral.gov

From: Jacquelin Collins <Jacquelin.Collins@capecharterschools.org>

Sent: Wednesday, May 15, 2024 3:08 PM

To: Mark Mason <mmason@capecoral.gov>

Subject: Shark Van

Mark,

OHS would like to purchase Shark Van #2 in FY24 from the \$900,000 LCI funds we received. Here is the problem: The quote AJ Forbes received is for \$119,000 for a 2024 version of this van and they will hold the shark van with a purchase order. The board has not yet approved the purchase. The next governing board meeting is June 25th. If we wait to issue a purchase order after the board approves, the price will go up another \$13,000. So, my question to you is, can we issue a PO now, send it to the seller, to hold the vehicle until the board approves? Then, once board approves, we can move forward with the purchase. Please call AJ for further details. And then let me know if this is allowable.

Kind regards,

Jacquelin Collins
Superintendent
3519 Oasis Blvd.
Cape Coral, FL 33914
(239) 424-6100 ext. 7447



Please be cautious

This email was sent outside of your organization

RE: MASTERS OLD PAPERWORK

Nicole Reitler <nreitler@capecoral.gov>

Wed 5/15/2024 2:32 PM

To: Kathleen Paul-Evans <Kathleen.Paul-Evans@capecharterschools.org>

Cc: Gina Lanzilotta <glanzilo@capecoral.gov>; Cassandra Penner <kpenner@capecoral.gov>; Clara Fette <cfette@capecoral.gov>; Jessica Festa <jfesta@capecoral.gov>

Good Afternoon Kathleen,

Thank you for the information. We have no issues with you moving forward with the purchase. Please follow up with Procurement and your budget staff to make sure that all steps are followed properly.

Thank you,
Nicole Reitler



Nicole M. Reitler, Mgmt Budget Administrator

FINANCIAL SERVICES DEPARTMENT

1015 Cultural Park Boulevard Cape Coral, Florida 33990

Tel: (239) 242-3276 (3276)

nreitler@capecoral.gov

From: Kathleen Paul-Evans <Kathleen.Paul-Evans@capecharterschools.org>

Sent: Wednesday, May 15, 2024 1:31 PM

To: Nicole Reitler <nreitler@capecoral.gov>

Cc: Kathleen Paul-Evans <Kathleen.Paul-Evans@capecharterschools.org>

Subject: Fw: MASTERS OLD PAPERWORK

Importance: High

Good afternoon, Nicole,

Please see the attached paperwork from MASTER'S regarding the purchase of an additional "Shark Van."

The amount quoted is for \$119,000 and includes shipping/delivery costs.

JC would like to purchase this vehicle FY24 from the \$900k+ award money before the price and/or terms change.

She will ask for GB approval during the June 25th meeting.

Will you kindly please advise me if this allowable/how I should proceed. Many Thanks!

Respectfully,

Kathleen Paul-Evans

And do you have an estimate on delivery fee?



Gary Manning, Fleet Superintendent

PUBLIC WORKS

1015 Cultural Park Boulevard Cape Coral, Florida 33990

Tel: 239-574-0703 (Internal 4703)

gmanning@capecoral.gov

From: Brent Schumacher <bschumacher@masterstransportation.com>

Sent: Monday, May 13, 2024 1:34 PM

To: Gary Manning <gmanning@capecoral.gov>

Subject: RE: [External]RE: Proposal

E-450. We prefer those because they are more durable.

Brent Schumacher
Regional Sales Manager

Direct: 689-280-1612

Email: bschumacher@masterstransportation.com

Masters Transportation Inc
11640 Boggy Creek Rd
Orlando, FL 32824
Website: www.MastersTransportation.com



MOVING PEOPLE
»»» FORWARD »»»

From: Gary Manning <gmanning@capecoral.gov>

Sent: Monday, May 13, 2024 1:33 PM

To: Brent Schumacher <bschumacher@masterstransportation.com>

Subject: [External]RE: Proposal

Is this a E450 or 350?

**Gary Manning, Fleet Superintendent**

PUBLIC WORKS

1015 Cultural Park Boulevard Cape Coral, Florida 33990

Tel: 239-574-0703 (Internal 4703)

gmanning@capecoral.gov**From:** Brent Schumacher <bschumacher@masterstransportation.com>**Sent:** Monday, May 13, 2024 1:30 PM**To:** Gary Manning <gmanning@capecoral.gov>**Subject:** Proposal

Good Afternoon Gary.

Thank you for the call. I have attached a proposal for the unit we discussed. We are trying to make room for our 2025's coming in so we have a considerable price cut. We only have a few of the 24's left so timing is a bit of an issue, once these are gone the 2025's are \$13,000 more. If you have any questions let me know. Thank you again and have a blessed day.

Brent Schumacher
Regional Sales Manager

Direct: 689-280-1612

Email: bschumacher@masterstransportation.comMasters Transportation Inc
11640 Boggy Creek Rd
Orlando, FL 32824Website: www.MastersTransportation.comMOVING PEOPLE
»» FORWARD »»

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To: Kathleen Paul-Evans <Kathleen.Paul-Evans@capecharterschools.org>

Subject: FW: [External]RE: [External]RE: Proposal



AJ Forbes, Fleet Manager

PUBLIC WORKS

1015 Cultural Park Boulevard Cape Coral, Florida 33990

Tel: 239-242-3560 (3560)

ajforbes@capecoral.gov

From: Brent Schumacher <bschumacher@masterstransportation.com>

Sent: Monday, May 13, 2024 1:36 PM

To: Gary Manning <gmanning@capecoral.gov>

Subject: RE: [External]RE: [External]RE: Proposal

The price I quoted includes delivery.

Brent Schumacher
Regional Sales Manager

Direct: 689-280-1612

Email: bschumacher@masterstransportation.com

Masters Transportation Inc
11640 Boggy Creek Rd
Orlando, FL 32824
Website: www.MastersTransportation.com



MOVING PEOPLE
»» FORWARD »»

From: Gary Manning <gmanning@capecoral.gov>

Sent: Monday, May 13, 2024 1:34 PM

To: Brent Schumacher <bschumacher@masterstransportation.com>

Subject: [External]RE: [External]RE: Proposal



Master's
Transportation Inc.

14 Passenger + Rear Luggage

City of Cape Coral



Master's Transportation has been serving the transportation industry nationwide for more than 30 years. We offer dedicated sales, parts, and service departments to help you in all stages of bus ownership. Our long-standing partnerships, with the most trusted vehicle manufacturers in the industry, allow us to provide our clients a large inventory of comfortable, stylish and dependable vehicles.

Thank you for the opportunity to partner with you.



14 Passenger + Rear Luggage



Master's Transportation, Inc. • 800 QuikTrip Way, Belton, MO 64012 • MastersTransportation.com

Atlanta • Arkansas • California • Colorado • Florida • Missouri • Nebraska • Pennsylvania • Tennessee • Texas • Washington D.C.



Specifications

Chassis

- Make: Ford E350
- Engine: 7.3L Gas
- Transmission: Automatic
- Brakes: Hydraulic
- Wheelbase: 158"
- GVWR: 12,500 lbs.

Exterior

- Color: White
- Fully Welded Steel Cage Construction
- "Starview" Driver's Visibility Window in Front of Entry Door
- 36" Electric Entry Door w/Exterior Key Switch
- Solid Windows
- Front and Rear Mud Flaps
- All Fiberglass Exterior
- Heated, Remote Mirrors
- OEM Rear Suspension
- Stainless Steel Wheel Inserts
- Driver Side Running Board
- Black Anodized Entry Door Frames w/Clear Glass
- Rear Step Bumper

Interior

- 93" Interior Width
- 80" Interior Height
- Floor and Wall Seat Track for Flexible Seating
- Coved, Black Slip Resistant Flooring
- 5/8" Marine Tech Plywood Flooring
- Black, Padded Vinyl Ceiling and Walls
- Printed Circuit Board w/Automotive Types Fuses and LED Trouble Shooting Lights
- 1-1/4" Dual Entry Grab Rails Parallel to Entry Steps (both sides)
- Roof Hatch

A/C and Heat

- A/C System: 70,000 BTU w/Dual Compressors
- Heater: 70,000 Floor Mounted

Lighting

- Door Activated Interior Lights
- Surface Mounted LED Entry Door Exterior Light
- All LED Interior and Exterior Lights
- Rear Center Mounted Brake Light

Electrical

- Intermotive Flex Tech Electrical System
- Door Ajar Warning on Entry Door
- As-Built Wiring on USB Drive

Audio/Visual

- OEM AM/FM/BT Radio
- Four Speakers
- PA w/Microphone
- Dual USB Ports Mounted to Seat Frame

Luggage

- Rear Luggage Area w/Rear Door
- One Shelf on Each Side of Luggage Room

Safety

- Back-Up Camera System w/7" Rearview Monitor/Mirror Combo
- Back-Up Alarm
- Fire Extinguisher, First Aid Kit, Triangles
- White Standee Line

Seating

- High Back, Reclining
- Under Seat Retractable Seat Belts
- Level 5, Black O Vinyl Seat Fabric
- Aisle-Side Arm Rests
- Shield Reclining Driver Seat w/Level 5 Black Vinyl Seat Fabric

Other Options



14 Passenger + Rear Luggage

Manufacturer Warranty

- Glaval 5 Year/100,000 Miles

Chassis Warranty

- Engine: 5 Year/60,000 Miles
- Bumper to Bumper: 3 Year/36,000 Miles

All vehicles come with warranty, but Master's Transportation offers more value without the added cost. Our coverage and support comes with each of our new buses — standard.

We Process All The Warranty Registrations

We register all of your bus parts for you, no more pesky warranty cards to fill out. This includes all parts, wheelchair lift, electronics, HVAC, etc.

We Handle All The Paperwork

We administer and coordinate any warranty work. You make one call to our warranty department, and they take it from there.

Repair Facilities Near You

When warranty work is needed, we use service repair facilities near the bus location. We have over 2,900 authorized centers and growing. You will never have to drive far to get repairs completed.

Our Core Values

- We Relentlessly Pursue Excellence.
- We Demand a Culture of High Integrity.
- We Have a Positive, Can-Do Attitude.
- We Are Solution Oriented.

TIPS SOLICITATION DOCUMENT



THE INTERLOCAL PURCHASING SYSTEM ("TIPS")

A department of TIPS Lead Agency:



TEXAS REGION 8 EDUCATION SERVICE CENTER ("Region 8 ESC")

TIPS RFP 230204 Buses and Other Transportation Vehicles

I. NOTICE TO PROPOSERS.

Contact Information:

TIPS/Region 8 ESC
4845 US Hwy. 271 North
Pittsburg, Texas 75686
Toll Free: (866) 839-8477
Email: bids@tips-usa.com
Website: www.tips-usa.com

TIPS Solicitation:

TIPS RFP 230204 Buses and Other Transportation Vehicles

This solicitation document is a Request for Proposal as permitted in Texas Education Code § 44.031. Regardless of potential informal or erroneous references to other solicitation terms such as: "solicitation", "bid", "request for competitive sealed proposal", "RCSP", etc., this solicitation is the method of procurement identified at this location.

Proposal Deadline:

All proposals shall be received electronically, or otherwise sealed, by: March 17, 2023 AT 3:00 P.M. LOCAL TIME

Access to Solicitation Documents:

Solicitation documents are located online at <http://tips.ionwave.net>. If you encounter a problem while accessing the solicitation, please contact TIPS at the contact information provided for assistance.

Piggybacking Notice:

This IDIQ Solicitation is intended for the use of public entities and qualifying non-profit entities who join TIPS, now and in the future, ("TIPS Members") to piggyback upon and utilize as their own solicitation for legal procurement purposes. TIPS Contracts are established through free, full and open competition as described by the laws of TIPS jurisdiction and are available for piggy-back by other government entities anywhere in the United States, subject to each entities' jurisdictional law and regulation.

TIPS Administration Fee:

TIPS collection of fees is required pursuant to Texas Government Code Section 791.011 et. seq. The TIPS Administration Fee for this contract shall be \$350.00 per purchase order regardless of quantity on the single purchase order. If the customer requires that vehicles

be placed on separate purchase orders for any reason, and they cannot be consolidated upon request of the Vendor, Vendor shall owe the \$350.00 per purchase order.

Incorporation of Solicitation:

If Vendor proposes and is awarded, the specifications, terms, and conditions of this solicitation shall be incorporated by reference into the final, awarded TIPS Contract.

TIPS Contract Jurisdictional Limitations:

Depending on different entities' and jurisdictions' laws and regulations, TIPS Member Customers may be prohibited from utilizing TIPS as a procurement method for any specific procurement or procurement-type. TIPS makes no representations about when a TIPS procurement will be appropriate for any particular expenditure. It is always up to the TIPS Member customer to determine whether a TIPS procurement is appropriate under their applicable laws and policies.

Vendor Questions & Pre-Bid Meeting Requests:

Substantive questions will be received until March 3, 2023 at 12:00 p.m. local time. Questions about the specific solicitation shall be submitted to bids@tips-usa.com with the subject line "230204 Buses – Vendor Question". Vendor-specific questions about the process will often be answered directly. However, substantive questions that are not properly addressed in the solicitation information will be properly published to all vendors as an addendum or "Question & Answer" document.

Pre-Bid Meetings are not mandatory and, if requested, TIPS reserves the right to determine whether a Pre-Bid meeting shall be held. Pre-Bid Meetings may be requested by any proposer on or before February 16, 2023 by emailing bids@tips-usa.com with the subject line "230204 Buses – Pre-Bid Meeting Request".

Anticipated Schedule of Solicitation Events:

These anticipated dates are subject to change at TIPS' discretion. TIPS reserves the right to extend the proposal deadline for any reason.

Posting Date	FEBRUARY 2, 2023	8:00 A.M. Local Time
Proposal Deadline	MARCH 17, 2023	3:00 P.M. Local Time
Proposal Opening	MARCH 17, 2023	3:00 P.M. Local Time
Proposal Review Begins	MARCH 17, 2023	3:01 P.M. Local Time
Proposals Award	APRIL 27, 2023	8:30 A.M. Local Time
Award Notifications	APRIL 27, 2023	12:00 P.M. Local Time

Estimated Contract Value:

The estimated value for the life of the of the contract for all awarded vendors combined is \$218,998.03. This is an estimate and is not a guarantee of the minimum or maximum value of the contract because TIPS cannot speculate on TIPS Members' future needs or budget allocations as they relate to this solicitation.

II. TIPS

The Interlocal Purchasing System ("TIPS") is a department of Texas Region 8 Education Service Center, a government entity. TIPS, a governmental entity and a national purchasing cooperative operating under the Interlocal Cooperation Act¹, seeks to provide a valuable and necessary solution to public entities and qualifying non-profits by performing the legal public procurement solicitation process and awarding compliant contracts to qualified vendors. When permitted by TIPS Members' law and policy, instead of public entities and qualifying non-profits expending time, money, and resources on the extensive legal competitive procurement process, the use of TIPS, allows public entities to quickly select and purchase their preferred products or services from qualified, evaluated Vendors on an as-needed basis. TIPS evaluates and scores all responsive, properly submitted proposals. Recommendations for award will be made to the Region 8 Education Service Center Board of Directors. Awards are ratified or rejected at the monthly meeting of Region 8 ESC Board

¹ See Texas Government Code, Chapter 791.

of Directors, or as delegated by the Board of Directors. TIPS utilizes a value approach and bases its award recommendations on several factors mandated by the Texas Education Code section §44.031. The factors are allotted points as described herein. TIPS reserves the right to assign or deduct any number of points in any given category if warranted due to insufficient response or Vendor stipulated exceptions and limitations.

III. PROPOSAL GUIDANCE

1. TIPS strongly encourages all interested vendors to respond using the TIPS IonWave Electronic eBid System for proposal submission. The online submission has many safeguards built into the system that will notify proposers of mistakes or missing information. These safeguards will significantly minimize the potential for Vendor disqualification. If you encounter trouble with the TIPS IonWave eBid System, please contact TIPS.
2. If it is determined that Vendor cannot utilize the TIPS IonWave eBid System, Vendor must email bids@tips-usa.com seeking a manual submission packet which TIPS will send to you via US Mail or FedEx within two business days of receiving your request. All manual responses must be sealed in an envelope and must be physically received by TIPS at the TIPS Contact information provided herein and by the deadline provided herein.
3. If you are viewing this document, you have likely already logged into the TIPS IonWave eBid System. If not, you need to register/login to the TIPS IonWave eBid System online at <https://tips.ionwave.net/> and follow these instructions.
4. Once logged in, confirm that your Supplier Profile properly lists your accurate entity-name, EIN, d/b/a's, and contact information, matching your current W9. If it does not, either correct it, or disable the inaccurate profile and create a correct profile before proceeding.
5. Next, confirm that all emails issued by the following domains can be received by your entity's email servers to ensure that you do not miss vital messages: "@tips-usa.com", @tipsconstruction.com", and "ionwave.net"
6. Once that review/update is complete, Vendor shall carefully read through all bid Event Details, Bid Notes, Attachments, Addenda, Instructions, and Attribute Questions before submitting questions to TIPS.
7. TIPS recommends starting Vendor's proposal response by answering the required "Attribute" questions within the IonWave eBid System. These responses are required and it is beneficial to start with the Attribute questions as some of the bid Attachments are only required depending on your responses to those questions.
8. Once Vendor has completed the Attribute Questions, Vendor must download, properly complete, and upload into the correct "Response Attachments" location all required Attachments.
9. Once Vendor has completed the Attribute Questions and uploaded all required Attachments, Vendor must submit the proposal before the legal Proposal Deadline. The system will notify you of errors and allow you to correct those errors where you would otherwise risk unintentional disqualification through paper submission.
10. Proposals may be retracted, amended, and resubmitted by the proposer on the electronic eBid System at any time prior to the legal deadline.
11. If an addendum is posted, you will receive an email notification and you are required to login to the IonWave eBid System to address the Addendum.
12. TIPS reserves the right to reject any or all proposals, to accept any proposals, and to waive any informality in the proposal process provided waiver is equally applied to all proposers and another proposer is not prejudiced by the waiver.
13. If Vendor has proposed deviations to TIPS' standard terms, there is an Attribute Question where Vendor can assert that it has proposed negotiations. If Vendor responds to that attribute question asserting deviations, after this solicitation legally closes and TIPS begins evaluating Vendor's file, TIPS will provide Vendor with a draft Word Document Vendor Agreement and instruct Vendor to include all requested negotiations as redline edits for TIPS consideration. This is the only proper way to submit proposed deviations for TIPS consideration. TIPS reserves the right to accept, decline, or modify Vendor's requested negotiated terms. For this reason, asserting deviations or negotiations may ultimately delay or prevent award.
14. Withdrawal of proposals will not be allowed for a period of 90 days following the opening unless approved by TIPS in writing.
15. If a Vendor desires to protest a process or decision by TIPS, the Vendor must follow the following process: http://www.tips-usa.com/assets/documents/docs/letters/Protest_Procedures_for_Vendor.pdf

Proposal Format

All responses should be direct, concise, complete, and unambiguous.

1. **Attribute Questions.**
Vendor must respond carefully and accurately to all "Attributes" within the IonWave eBid System.
2. **Completion of Attachments.**

Pricing Form 1

Pricing Form 1 must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed as instructed on the form and herein, uploaded to the "Response Attachments" section requesting Pricing Form 1.

Pricing Form 2

Pricing Form 2 must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed as instructed on the form and herein, and uploaded to the "Response Attachments" section requesting Pricing Form 2.

Alternate or Supplemental Pricing Documents

Optional. If when completing Pricing Form 1 & Pricing Form 2 you direct TIPS to view additional, alternate, or supplemental pricing documentation, you may upload that documentation.

Vendor Agreement

The Vendor Agreement must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed, and uploaded to the "Response Attachments" section requesting the Vendor Agreement. If Vendor has proposed deviations to the Vendor Agreement, Vendor may assert so in the Attribute Questions and those shall be addressed during evaluation.

Vendor Agreement Signature Form

The Vendor Agreement Signature Form must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed, and uploaded to the "Response Attachments" section requesting the Vendor Agreement Signature Form. If Vendor has proposed deviations to the Vendor Agreement, Vendor may leave the signature line of this page blank and assert so in the Attribute Questions and those shall be addressed during evaluation.

Reference Form

The Reference Form must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed, and uploaded to the "Response Attachments" section requesting the Reference Form. The Reference Form must be uploaded in Excel format.

Required Confidentiality Claim Form

The Required Confidentiality Claim Form must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed, and uploaded to the "Response Attachments" section requesting the Required Confidentiality Claim Form. This is the only way for Vendor to assert confidentiality of any information submitted.

Conflict of Interest Questionnaire – Form CIQ

Do not upload this form unless you have a reportable conflict with TIPS. There is an Attribute entitled "Conflict of Interest Questionnaire Requirement" immediately followed by an Attribute entitled "Conflict of Interest Questionnaire Requirement – Form CIQ – Continued." Properly respond to those Attributes and only upload this form if applicable/instructed. If upload is required based on your response to those Attributes, the Conflict of Interest Questionnaire – Form CIQ must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed, and uploaded to the "Response Attachments" section requesting the Conflict of Interest Questionnaire – Form CIQ.

Disclosure of Lobbying Activities – Standard Form - LLL

Do not upload this form unless Vendor has reportable lobbying activities. There are Attributes entitled, "2 CFR Part 200 or Federal Provision - Byrd Anti-Lobbying Amendment – Continued." Properly respond to those Attributes and only upload this form if applicable/instructed. If upload is required based on your response to those Attributes, the Disclosure of Lobbying Activities – Standard Form - LLL must be downloaded from the "Attachments" section of the IonWave eBid System, reviewed, properly completed, and uploaded to the "Response Attachments" section requesting the Disclosure of Lobbying Activities – Standard Form – LLL.

Current Form W-9

Vendor must upload their current IRS Tax Form W-9. The legal name, EIN, and d/b/a's listed should match the information provided herein exactly. This form will be utilized by TIPS to properly identify your entity.

Certificates & Licenses (Supplemental Vendor Information Only)

Optional. If Vendor would like to display any applicable certificates or licenses (including HUB certificates) for TIPS and TIPS Member Customer consideration, Vendor may upload those at the "Response Attachments" section requesting "Certificates & Licenses (Supplemental Vendor Information Only)." These supplemental documents shall not be considered part of the TIPS Contract. Rather, they are Vendor Supplemental Information for marketing and informational purposes only.

Vendor's Warranties, Terms, and Conditions (Supplemental Vendor Information Only)

Optional. If Vendor would like to display any standard warranties, terms, or conditions which are often applicable to their offerings for TIPS and TIPS Member Customer consideration, Vendor may upload those at the "Response Attachments" section requesting "Vendor's Warranties, Terms, and Conditions (Supplemental Vendor Information Only)." These supplemental documents shall not be considered part of the TIPS Contract. Rather, they are Vendor Supplemental Information for marketing and informational purposes only.

Supplemental Vendor Information (Supplemental Vendor Information Only)

Optional. If Vendor would like to display or include any brochures, promotional documents, marketing materials, or other Vendor Information for TIPS and TIPS Member Customer consideration, Vendor may upload those at the "Response Attachments" section requesting "Supplemental Vendor Information (Supplemental Vendor Information Only)." These supplemental documents shall not be considered part of the TIPS Contract. Rather, they are Vendor Supplemental Information for marketing and informational purposes only.

Vendor Logo (Supplemental Vendor Information Only)

Optional. If Vendor desires that their logo be displayed on their public TIPS profile for TIPS and TIPS Member viewing, Vendor may upload that logo at the "Response Attachments" section requesting "Vendor Logo (Supplemental Vendor Information Only)." These supplemental documents shall not be considered part of the TIPS Contract. Rather, they are Vendor Supplemental Information for marketing and informational purposes only.

IV. SPECIFICATIONS

Category: Buses and Other Transportation Vehicles

Nothing herein is seeking services that are considered a public work/construction. This is a solicitation for goods and non-"public work" services only. This solicitation is for buses and other transportation vehicles only. Bus and vehicle parts and services should not be offered under this contract. TIPS provides a separate solicitation for those offerings.

Specifications.

It is the intention of TIPS, as a Department of Region 8 ESC, to contract with quality vendors to supply buses and other transportation vehicles to public entity and qualifying non-profit TIPS Members in the United States. Proposals shall include, but not be limited to: buses and other vehicles used for on-road transportation.

Proposals should include all listings of new and used buses and transportation vehicles that Vendor seeks to offer under the contract. Do not propose offerings that are not considered buses and transportation vehicles. Any bus or vehicle upgrades or additions that may be included on the vehicle at the time of sale.

V. VENDOR PRICING SUBMISSION

Pricing.

Please carefully read all of the following before submitting any pricing questions. All goods and service pricing shall be firm and calculable at the time of any TIPS Sale and must conform and comply with the Vendor's original pricing model as proposed in response to this solicitation. "To-Be-Determined" pricing is prohibited.

Submission of Goods/Items Pricing

TIPS permits Vendors to utilize either or both of the two goods/items pricing proposal options (and sub-options) identified below with the "Discount-Off Catalog" option being much more optimal, usable, and preferred to the "Cost-Plus Markup Option." With either or both options, Vendor is able to update their pricing and add/remove items during the life of the contract. It is Vendor's responsibility to ensure that all items listed, whether by description, product number, SKU, UPC or other, fall within the scope of this solicitation category. Please carefully read the description of both goods/items pricing options directly below:

- **Discount-Off Catalog Method**

This goods/items pricing proposal method is highly preferred over the "Cost-Plus Markup Method" because it is versatile and allows Vendor to efficiently add and update its goods/items pricing and does not automatically prohibit federal fund purchases. Vendor is asked in the attribute questions within the eBid System to propose a minimum discount off of their catalog pricing. Any discount from 0% to 100% is an appropriate response. A 0% discount is permitted. Then, under this pricing proposal method, Vendor is permitted to provide its "Catalog Pricing" to TIPS in a number of ways, described below. Please carefully read the following definition of "Catalog Pricing" which is broad and flexible to the usability benefit of the Vendor.

"Catalog Pricing" is defined as, "The then available list of goods or services, in the most current listing regardless of date, that takes the form of a catalog, price list, price schedule, shelf-price or other viewable format that:

- A. is regularly maintained by the manufacturer or Vendor of an item; and
- B. is either published or otherwise available for review by TIPS or a customer during the purchase process;
- C. to which the Minimum Percentage Discount proposed by the proposing Vendor may be applied.

For this solicitation only, for used buses and vehicles, this definition of "Catalog Pricing" shall include the book vehicle pricing services that you select and document (examples include Kelley Blue Book, Kelley Black Book, J.D. Power NADA Guides, etc.) to which proposed discounts shall be applied. Under the "Discount-Off Catalog Method, Vendor may supply TIPS its "Catalog Pricing" through any of the following methods. Please open the solicitation attachment entitled "Pricing Form 1" at this time and scroll through Sections A and B as you read this explanation.

Options for Providing Goods/Items "Catalog Pricing" to TIPS:

1. **Section "A" of Pricing Form 1 – Providing "Catalog Pricing" through Line-Item Pricing:** If Vendor desires to list the goods/items that you sell by line-item, you are welcome to do so in Section "A" of Pricing Form 1. You are welcome to modify the columns and column titles as long as TIPS can identify the item's name and "catalog price." Please note that if you are awarded with this type of pricing submission, you will be able to update the pricing and add/remove items as long as you honor any applicable discounts originally proposed.
2. **Section "B" of Pricing Form 1 – (1) Catalog Pricing is Included in Proposal:** If Vendor already has "Catalog Pricing" documents or files compiled, Vendor may check this box and include a note directing TIPS to please view those documents/files. (Ex. X – Please see "Catalog Pricing" in uploaded document entitled "2022-2023 Vendor Catalog.") Please note that if you are awarded with this type of pricing submission, you will be able to update the pricing and add/remove items as long as you honor any applicable discounts originally proposed.
3. **Section "B" of Pricing Form 1 – (2) Link to Catalog Pricing:** If Vendor already has "Catalog Pricing" published at an online location, Vendor may check this box and include the link to their online "Catalog Pricing." If a login is required to access the "Catalog Pricing" located at that link, please provide that login information in the cell to the right. (Ex. X – Please see "Catalog Pricing" at www.tips-usa.com, login information is Username: TIPS Password: 123456.) Please note that if you are awarded with this type of pricing submission, you will be able to update the online pricing and add/remove items as long as you honor any applicable discounts originally proposed.
4. **Section "B" of Pricing Form 1 – (3) Vendor Shall Provide "Catalog Pricing" Upon Request:** If Vendor does not have comprehensive "Catalog Pricing" documents or links readily available, Vendor may check this box ensuring that such required "Catalog Pricing" will be provided upon request. Per the following example, this option is viable but may slow down the TIPS Sale process as follows. (Ex. Vendor is awarded and is making its first TIPS Sale to Sunny ISD, Sunny ISD sends its TIPS PO to TIPS for pricing compliance review. TIPS will then request that Vendor provide documentation of "Catalog Pricing" for the line items included in the PO before TIPS can process the PO and send to Vendor for fulfillment.) Please note that if you are awarded with this type of pricing submission, you will always be able to provide the most current pricing for each item but you will still be required to honor any applicable discounts originally proposed.

- **Cost-Plus Markup Method**

This goods/items pricing proposal method is not recommended because many TIPS Members are prohibited from utilizing Vendors with a Cost-Plus Markup Pricing submission, especially when using federal funds. Vendor cannot be listed as federally compliant for TIPS purposes if Vendor utilizes this method. If Vendor has read through the entirety of the "Discount-Off Catalog Method" description above and has determined that none of those options are a possibility, then Vendor may use this method which will require Vendor to propose a maximum mark-up percentage in this proposal and then provide TIPS with proof of cost for each item at the time of each TIPS Sale.

Options for Selecting Cost-Plus Markup Method:

1. **Section "C" of Pricing Form 1:** If Vendor desires to utilize this method, Vendor may enter its maximum markup percentage the cell provided in Section "C" of Pricing Form 1. Please note that this is a maximum percentage and you may always have a lesser markup on a TIPS Sale. You will be required to provide proof of cost to TIPS for every item sold under the TIPS Contract. (Ex. Vendor is awarded and is making its first TIPS Sale to Sunny ISD, Sunny ISD sends its TIPS PO to TIPS for pricing compliance review. TIPS will then request that Vendor provide documentation of Vendor's cost for the line items included in the PO before TIPS can process the PO and send to Vendor for fulfillment.) Please note that if you are awarded with this type of pricing submission, you will always be able to provide the most current cost for each item but you will not be permitted to sell it to TIPS Members for a greater markup than what Vendor provides herein.

Submission of Service Pricing

This solicitation is for the sale of buses and other transportation vehicles only. Bus and vehicle parts and services should not be offered under this contract. TIPS provides a separate solicitation for those offerings. Vendor should type "N/A" on Pricing Form 2 and submit, and the following "Submission of Service Pricing" should not apply to this solicitation.

If Vendor does not seek to offer services under this contract, Vendor may type "N/A" on Pricing Form 2 and submit. If Vendor desires to offer services under this TIPS Contract, if awarded, the "Catalog Pricing" for those services must be included, or properly added, to Vendor's TIPS "catalog pricing" proposed herein. All services must be provided in some unit cost (Ex. Per Hour, Per Person, Per Day, etc.). TIPS now restates the definition of "Catalog Pricing" below for convenience:

"Catalog Pricing" is defined as, "The then available list of goods or services, in the most current listing regardless of date, that takes the form of a catalog, price list, price schedule, shelf-price or other viewable format that:

- D. is regularly maintained by the manufacturer or Vendor of an item; and
- E. is either published or otherwise available for review by TIPS or a customer during the purchase process;
- F. to which the Minimum Percentage Discount proposed by the proposing Vendor may be applied.

Under the "Discount-Off Catalog Method, Vendor may supply TIPS its "Catalog Pricing" through any of the following methods. Please open the solicitation attachment entitled "Pricing Form 1" at this time and scroll through Sections A and B as you read this explanation.

Options for Providing Services "Catalog Pricing" to TIPS:

1. **Pricing Form 2 – Providing Service "Catalog Pricing" through Line-Item Pricing:** If Vendor desires to list the services that Vendor sells by line-item, Vendor is welcome to do so in Pricing Form 2. You are welcome to modify the columns and column titles as long as TIPS can identify the service being offered by name, unit-type, and the "catalog price" of the service. Please note that if you are awarded with this type of pricing submission, you will be able to update the pricing and add/remove services within the category as long as you honor any applicable discounts originally proposed.
2. **Service Catalog Pricing is Included in Proposal:** If Vendor already has service "Catalog Pricing" documents, links, or files compiled, Vendor may include a note on Pricing Form 2 directing TIPS to please view those documents/links/files. (Ex. X – Please see "Service "Catalog Pricing" in uploaded document entitled "2022-2023 Vendor Service Pricing.") Please note that if you are awarded with this type of pricing submission, you will be able to update the pricing and add/remove services within this category as long as you honor any applicable discounts originally proposed.

Additional Pricing Terms

1. **Maintaining and Updating TIPS Pricing During Contract.** Vendor agrees and understands that for each TIPS Contract that it is awarded, Vendor submitted, agreed to, and received TIPS' approval for specific pricing, discounts, and other pricing terms and incentives which make up Vendor's TIPS Pricing for that TIPS Contract ("TIPS Pricing"). Vendor may update their pricing during the life of the contract by highlighting the pricing changes and emailing pricing updates to bids@tips-usa.com for TIPS consideration/approval. Through this process, Vendor may: (1) add or remove items; (2) add or remove manufacturer/brands, and; (3) increase or decrease item pricing, as long as "catalog pricing" (or "cost" in very limited circumstances as described herein) is provided to TIPS upon request and Vendor honors all applicable discounts originally proposed. Vendor hereby certifies that Vendor shall only offer goods and services through this TIPS Contract if those goods and services are included in or added to Vendor's TIPS Pricing and approved by TIPS. TIPS reserves the right to review Vendor's pricing update requests as specifically as line-item by line-item to determine compliance. However, Vendor

contractually agrees that all submitted pricing updates shall be within the original terms of the Vendor's TIPS Pricing (scope, proposed discounts, price increase limitations, and other pricing terms and incentives originally proposed by Vendor) such that TIPS may accept Vendors price increase requests as submitted without additional vetting at TIPS discretion.

2. **Brands.** If a name brand is included in this solicitation, proposals on any reputable manufacturers regularly produced equipment of such items of a similar nature or similar use which are substantively equivalent will be considered.
3. **TIPS Fee Considered.** Vendor confirms that all TIPS Pricing includes the TIPS Administration Fee and Vendor will not show adding the TIPS Administration Fee as a charge or line-item in a TIPS Sale.
4. **Vendor's Self-Imposed Pricing Limitations.** Within Vendor's TIPS Pricing, Vendor may include express, written limitations on geographical regions, volume of order, expediency, etc., for TIPS consideration and approval, as long as Vendor honors their applicable TIPS Pricing, proposed discounts, the terms and conditions of this Contract, and the terms and conditions of any Supplemental Agreement entered into directly with the customer TIPS Member. (Example: If Vendor sells nationally but a specific product can only be sold in Texas. Or, if Vendor can offer Members a greater discount if they purchase 50 items or more in one purchase, etc.)
5. **Shipping Cost, Bond Cost, and Taxes.** TIPS fees are not assessed to Vendors for shipping cost, required bond cost, or any taxes that may be applicable as long as they can be identified as separate line-items. For that reason, TIPS encourages Vendors not to include shipping price, bond price, or taxes within the TIPS "catalog pricing" for an item. If it is included in the TIPS price, TIPS will have no way to differentiate and the TIPS Administration fee will be assessed on the total.

VI. PROPOSAL SCORING AND EVALUATION

TIPS evaluates and scores all responsive, properly submitted proposals. Recommendations for award will be made to the Region 8 Education Service Center Board of Directors. Awards are ratified or rejected at the monthly meeting of Region 8 ESC Board of Directors, or as delegated by the Board of Directors. TIPS utilizes a value approach and bases its award recommendations on several factors mandated by the Texas Education Code section §44.031. The factors are allotted points as described herein. TIPS reserves the right to assign or deduct any number of points in any given category if warranted due to insufficient response or Vendor stipulated exceptions and limitations. TIPS reserves the right to reject any or all proposals or any part of any proposal. TIPS is the sole arbiter of scoring. TIPS reserves the right to award multiple vendors for each solicitation.

The following evaluation criteria are mandated for consideration by Texas Education Code § 44.031 (b).

1. **Purchase Price: (22) Points.** Vendor shall submit, pursuant to the instructions included herein, specific pricing, discounts, and other pricing terms and incentives which make up Vendor's "TIPS Pricing." Points will be assigned based on the specific pricing as it relates to the current market, the discounts, and the other pricing terms and incentives proposed by Vendor.
2. **Reputation of Vendor and Vendor's Offerings: (3) Points.** Points will be assigned based on Vendor's references, to be submitted as instructed herein, any past history with Vendor, and any other information available to TIPS regarding Vendor's reputation.
3. **Quality of Vendor's Offerings: (21.5) Points.** Points will be assigned based on Vendor's references, to be submitted as instructed herein, any past history with Vendor, and any other information available to TIPS regarding the quality of Vendor's goods.
4. **Total Long-Term Cost to TIPS/TIPS Members to Acquire the Vendor's Offerings: (10) Points.** Points will be assigned based on Vendor's response to the Attribute entitled, "Honoring Vendor's Minimum Discount Percentage." If Vendor responds, "Yes", agreeing to honor their proposed TIPS Minimum Percentage Discount for the duration of the contract, Vendor will be awarded the maximum 10 points. A "No" response refusing to honor that proposed discount will be awarded 0 points.
5. **Extent to Which the Offerings Meet the Needs: (21.5) Points.** Points will be assigned based on whether the offerings proposed by Vendor fall within the scope of and meet the TIPS Member needs described in this solicitation.
6. **Vendor's Past Relationship: (10) Points.** Points will be assigned based on Vendor's past relationship with TIPS as an awarded TIPS Vendor. No past relationship with TIPS as an awarded TIPS Vendor will score 5 points, a poor past relationship with TIPS as an awarded TIPS Vendor will score 0-4 points, and a good past relationship with TIPS as TIPS Awarded Vendor will score 6-10 points.
7. **Impact on the Ability of TIPS Members to Comply with Laws and Rules Relating to Historically Underutilized Businesses ("HUB's"): (2) Points.** Points are assigned if, where applicable herein, Vendor agrees that if they anticipate subcontracting under this award, they will abide by the required affirmative steps provided in 2 CFR 200. Please see the corresponding Attribute Questions regarding, "Subcontracting and Affirmative Steps for Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms." A response that Vendor does anticipate subcontracting but

does not agree to the federal subcontracting practices will give Vendor 0 points for this category and deem Vendor unacceptable to receive federal funds under this contract, any other responses accurate responses will give Vendor 2 points for this category.

8. **Experience: (10) Points.** Points will be assigned based on the number of years proposing Vendor has been operating the proposing business in this capacity as presented in response to the corresponding attribute question seeking the same. <2 years will receive 1 point, 2-3 years will receive 5 points, 4-5 years will receive 8 points, and > 5 years will receive 10 points.
9. **Residency: 0 Points.** For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: A. has its principal place of business in this state; or B. employs at least 500 persons in this state. Vendor's response to the corresponding attribute question will be considered, as required by law, but no points shall be assigned because federal funds may be utilized by TIPS Members, and residency is a prohibited criterion under federal regulation.

PROPOSERS FALLING BELOW AN 70-POINT THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.

VII. TERMS & CONDITIONS

1. **Incorporation of Solicitation.** As previously stated, if Vendor proposes and is awarded, the specifications, terms, and conditions of this solicitation shall be incorporated by reference into the final, awarded TIPS Contract. In the event of conflict between the terms herein and the final Vendor Agreement, the terms and conditions which are in the best interest of governmental/qualifying non-profit TIPS Members shall control at TIPS sole discretion.
2. **Deviations.** If Vendor has proposed deviations to TIPS' standard terms, there is an Attribute Question where Vendor can assert that it has proposed negotiations. If Vendor responds to that attribute question asserting deviations, after this solicitation legally closes and TIPS begins evaluating Vendor's file, TIPS will provide Vendor with a draft Word Document Vendor Agreement and instruct Vendor to include all requested negotiations as redline edits for TIPS consideration. This is the only proper way to submit proposed deviations for TIPS consideration. TIPS reserves the right to accept, decline, or modify Vendor's requested negotiated terms. For this reason, asserting deviations or negotiations may ultimately delay or prevent award.
3. **Term of the Agreement.** If awarded, the resulting Agreement with TIPS is for approximately three years with a one-year, consecutive option for renewal as described herein. Renewal options are not automatic and shall only be effective if offered by TIPS at its sole discretion. If TIPS offers a renewal option, the Vendor will be notified via email issued to Vendor's then-listed Primary Contact. The renewal option shall be deemed accepted by Vendor unless Vendor notifies TIPS of its objection to the renewal option in writing and confirms receipt by TIPS.

Actual Effective Date: Agreement is effective upon signature by authorized representatives of both Parties. The Effective Date does not affect the "Term Calculation Start Date."

Term Calculation Start Date: To keep the contract term consistent for all vendors awarded under a single TIPS contract, Vendor shall calculate the foregoing term as starting on the last day of the month that "Award Notifications" are anticipated as published in the Solicitation, regardless of the actual Effective Date.

Example of Term Calculation Start Date: If the anticipated "Award Date" published in the Solicitation is May 22, 2023, but extended negotiations delay award until June 27, 2023 (Actual Effective Date), the Term Calculation Start Date shall be May 31, 2023 in this example.

Contract Expiration Date: To keep the contract term consistent for all vendors awarded under a single TIPS contract, the term expiration date shall be three-years from the Term Calculation Start Date.

Example of Contract Expiration Date: If the anticipated "Award Date" published in the Solicitation is May 22, 2023, but extended negotiations delay award until June 27, 2023 (Actual Effective Date), the Term Calculation Start Date shall be May 31, 2023 and the Contract Expiration Date of the resulting initial "three-year" term, (which is subject to an extension(s)) will be May 31, 2026 in this example.

Option(s) for Renewal: Any option(s) for renewal shall begin on the Contract Expiration Date, or the date of the expiration of the prior renewal term where applicable, and continue for the duration specified for the renewal option herein.

Example of Option(s) for Renewal: In this example, if TIPS offers a one-year renewal and the Contract Expiration Date is May 31, 2026, then the one-year renewal is effective from May 31, 2026 to May 31, 2027.

TIPS may offer to extend Vendor Agreements to the fullest extent the TIPS Solicitation resulting in this Agreement permits.

4. **Termination.** If awarded, TIPS reserves the right to terminate the resulting agreement for cause or no cause for convenience with a thirty (30) days prior written notice. This Agreement may be terminated for cause by either party if the other party breaches the terms or materially defaults on the performance of any of its duties or obligations set forth herein, provided that such default is not cured within thirty (30) days, or as otherwise may be agreed to by both parties, after written notice is given to the defaulting party by the non-defaulting party which specifies the faulty performance and acceptable means of correction. In such event, termination of the Agreement shall be effective as of the date specified in such notice of such termination. Upon termination, all TIPS Sale orders previously accepted by Vendor shall be fulfilled and Vendor shall be paid for all TIPS Sales executed pursuant to the applicable terms. All TIPS Sale orders presented to Vendor but not fulfilled by Vendor, prior to the actual termination of this agreement shall be honored at the option of the TIPS Member. TIPS shall submit to Vendor an invoice for any outstanding TIPS Administration Fees and approved expenses and Vendor shall pay such fees and expenses within 30 calendar days of receipt of such valid TIPS invoice. Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS' sole discretion and that any Vendor may be removed from the TIPS program at any time with or without cause. This termination clause does not affect TIPS Sales Supplemental Agreements pursuant to this term regarding termination and the Survival Clause term.
5. **TIPS Pricing.** Vendor agrees and understands that for each TIPS Contract that it holds, Vendor submitted, agreed to, and received TIPS' approval for specific pricing, discounts, and other pricing terms and incentives which make up Vendor's TIPS Pricing for that TIPS Contract ("TIPS Pricing"). Vendor confirms that Vendor will not add the TIPS Administration Fee as a charge or line-item in a TIPS Sale. Vendor hereby certifies that Vendor shall only offer goods and services through this TIPS Contract if those goods and services are included in or added to Vendor's TIPS Pricing and approved by TIPS. TIPS reserves the right to review Vendor's pricing update requests as specifically as line-item by line-item to determine compliance. However, Vendor contractually agrees that all submitted pricing updates shall be within the original terms of the Vendor's TIPS Pricing (scope, proposed discounts, price increase limitations, and other pricing terms and incentives originally proposed by Vendor) such that TIPS may accept Vendors price increase requests as submitted without additional vetting at TIPS discretion. Any pricing quoted by Vendor to a TIPS Member or on a TIPS Quote shall never exceed Vendor's TIPS Pricing for any good or service offered through TIPS. Vendor certifies by signing this agreement that Vendor's TIPS Pricing for all goods and services included in Vendor's TIPS Pricing shall either be equal to or less than Vendor's current pricing for that good or service for any other customer. TIPS Pricing price increases and modifications, if permitted, will be honored according to the terms of the solicitation and Vendor's proposal, incorporated herein by reference.
6. **Initiation of TIPS Sales.** If awarded, when a public entity initiates a purchase with Vendor under this resulting contract, if the Member inquires verbally or in writing whether Vendor holds a TIPS Contract, it is the duty of the Vendor to verify whether the Member is seeking a TIPS purchase. Once verified, Vendor must include the TIPS Contract Number on all purchase communications and sales documents exchanged with the TIPS Member.
7. **TIPS Sales and Supplemental Agreements.** If awarded, when making a sale under this awarded contract, the terms of the specific TIPS order, including but not limited to: shipping, freight, insurance, delivery, fees, bonding, cost, delivery expectations and location, returns, refunds, terms, conditions, cancellations, order assistance, etc., shall be controlled by the purchase agreement (Purchase Order, Contract, Invoice, etc.) (hereinafter "Supplemental Agreement") entered into between the TIPS Member Customer and Vendor only. TIPS is not a party to any Supplemental Agreement. All Supplemental Agreements shall include Vendor's Name, as known to TIPS, and TIPS Contract Name and Number. Vendor accepts and understands that TIPS is not a legal party to TIPS Sales and Vendor is solely responsible for identifying fraud, mistakes, unacceptable terms, or misrepresentations for the specific order prior to accepting. Vendor agrees that any order issued from a customer to Vendor, even when processed through TIPS, constitutes a legal contract between the customer and Vendor only. When Vendor accepts or fulfills an order, even when processed through TIPS Vendor is representing that Vendor has carefully reviewed the order for legality, authenticity, and accuracy and TIPS shall not be liable or responsible for the same. In the event of a conflict between the terms of this TIPS Vendor Agreement document and those contained in any attachment, the provisions set forth herein shall control unless otherwise agreed to by the Parties in writing.
8. **Payment for TIPS Sales.** TIPS Members may make payments for TIPS Sales directly to Vendor, Vendor's Authorized Reseller, or as otherwise agreed to in the applicable Supplemental Agreement after receipt of the invoice and in compliance with applicable payment statutes. Regardless of how payment is issued or received for a TIPS Sale. Vendor is responsible for all reporting and TIPS Administration Fee payment requirements as required by the TIPS Contract.
9. **Right of Refusal.** If awarded, Vendor has the right not to sell to a TIPS Member under the awarded agreement at Vendor's discretion unless otherwise required by law.

10. **Reporting TIPS Sales.** If awarded, Vendor must report all TIPS Sales to TIPS. If a TIPS sale is initiated by Vendor receiving a TIPS Member's purchase order from TIPS directly, Vendor may consider that specific TIPS Sale reported. Otherwise, with the exception of TIPS Automated Vendors, who have signed an exclusive agreement with TIPS regarding reporting, all TIPS Sales must be reported to TIPS by either: (1) Emailing the purchase order or similar purchase document (with Vendor's Name, as known to TIPS, and the TIPS Contract Name and Number included) to TIPS at tipspo@tips-usa.com with "Confirmation Only" in the subject line of the email within three business days of Vendor's acceptance of the order, or; (2) Within 3 business days of the order being accepted by Vendor, Vendor must login to the TIPS Vendor Portal and successfully self-report all necessary sale information within the Vendor Portal and confirm that it shows up accurately on your current Vendor Portal statement. No other method of reporting is acceptable unless agreed to by the Parties in writing. Failure to report all sales pursuant to this provision may result in immediate cancellation of Vendor's TIPS Contract(s) for cause at TIPS' sole discretion. Please refer to the TIPS Accounting FAQ's for more information about reporting sales and if you have further questions, contact the Accounting Team at accounting@tips-usa.com.
11. **TIPS Administration Fees.** The collection of administrative fees by TIPS, a government entity, for performance of these procurement services is required pursuant to Texas Government Code Section 791.011 et. seq. The administration fee ("TIPS Administration Fee") is the amount legally owed by Vendor to TIPS for TIPS Sales made by Vendor. The TIPS Administration Fee amount is typically a set percentage of the amount paid by the TIPS Member for each TIPS Sale, less shipping cost, bond cost, and taxes if applicable and identifiable, which is legally due to TIPS, but the exact TIPS Administration Fee for this Contract is published herein. TIPS Administration Fees are due to TIPS immediately upon Vendor's receipt of payment, including partial payment, for a TIPS Sale. The TIPS Administration Fee is assessed on the amount paid by the TIPS Member, not on the Vendor's cost or on the amount for which the Vendor sold the item to a dealer or Authorized Reseller. Upon receipt of payment for a TIPS Sale, including partial payment (which renders TIPS Administration Fees immediately due), Vendor shall issue to TIPS the corresponding TIPS Administration Fee payment as soon as possible but not later than thirty-one calendar days following Vendor's receipt of payment. Vendor shall pay TIPS via check unless otherwise agreed to by the Parties in writing. Vendor shall include clear documentation with the issued payment dictating to which sale(s) the amount should be applied. Vendor may create a payment report within their TIPS Vendor Portal which is the preferred documentation dictating to which TIPS Sale(s) the amount should be applied. Failure to pay all TIPS Administration Fees pursuant to this provision may result in immediate cancellation of Vendor's TIPS Contract(s) for cause at TIPS' sole discretion as well as the initiation of collection and legal actions by TIPS against Vendor to the extent permitted by law. Any overpayment of participation fees to TIPS by Vendor will be refunded to the Vendor within ninety (90) days of receipt of notification if TIPS receives written notification of the overpayment not later than the expiration of six (6) months from the date of overpayment and TIPS determines that the amount was not legally due to TIPS pursuant to this agreement and applicable law. Any notification of overpayment received by TIPS after the expiration of six (6) months from the date that TIPS received the payment will render the overpayment non-refundable. Region 8 ESC and TIPS reserve the right to extend the six (6) month deadline if approved by the Region 8 ESC Board of Directors. TIPS reserves all rights under the law to collect TIPS Administration Fees due to TIPS pursuant to this Agreement.
12. **Confidentiality of Vendor Data.** Vendor understands and agrees that by signing this Agreement, all Vendor Data is hereby released to TIPS, TIPS Members, and TIPS third-party administrators to effectuate Vendor's TIPS Contract except as provided for herein. The Parties agree that Vendor Data is accessible by all TIPS Members as if submitted directly to that TIPS Member Customer for purchase consideration. If Vendor otherwise considers any portion of Vendor's Data to be confidential and not subject to public disclosure pursuant to Chapter 552 Texas Gov't Code (the "Public Information Act") or other law(s) and orders, Vendor must have identified the claimed confidential materials through proper execution of the Confidentiality Claim Form which is required to be submitted as part of Vendor's proposal resulting in this Agreement and incorporated by reference. The Confidentiality Claim Form included in Vendor's proposal and incorporated herein by reference is the sole indicator of whether Vendor considers any Vendor Data confidential in the event TIPS receives a Public Information Request. If TIPS receives a request, any responsive documentation not deemed confidential by you in this manner will be automatically released. For Vendor Data deemed confidential by you in this manner, TIPS will follow procedures of controlling statute(s) regarding any claim of confidentiality and shall not be liable for any release of information required by law, including Attorney General determination and opinion. In the event that TIPS receives a written request for information pursuant to the Public Information Act that affects Vendor's interest in any information or data furnished to TIPS by Vendor, and TIPS requests an opinion from the Attorney General, Vendor may, at its own option and expense, prepare comments and submit information directly to the Attorney General stating why the requested information is exempt from disclosure pursuant to the requirements of the Public Information Act. Vendor is solely responsible for submitting the memorandum brief and information to the Attorney General within the time period prescribed by the Public Information Act. Notwithstanding any other information provided in this solicitation or Vendor designation of certain Vendor Data as confidential or proprietary, Vendor's acceptance of this TIPS Vendor Agreement constitutes Vendor's consent to the disclosure of Vendor's Data, including any information deemed confidential or proprietary, to TIPS Members or as ordered by a Court or government agency, including without limitation the

Texas Attorney General. Vendor agrees that TIPS shall not be responsible or liable for any use or distribution of information or documentation by TIPS Members or as required by law.

13. **Conflicts of Interest.** Vendor confirms that they have not offered, given, or accepted, nor intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, service to the other in connection with this Agreement. Vendor affirms that, to the best of Vendor's knowledge, its proposal has been arrived at independently, and is awarded without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this Agreement. Vendor agrees that it will/has disclosed any necessary affiliations with Region 8 Education Service Center and the TIPS Department, if any, through the Conflict of Interest attachment provided in the solicitation.
14. **Volume of TIPS Sales.** Nothing in this Agreement or any TIPS communication may be construed as a guarantee that TIPS or TIPS Members will submit any TIPS orders to Vendor at any time.
15. **Exclusivity.** Any award under this solicitation is non-exclusive and TIPS reserves the right to award multiple vendors or not award any vendors. TIPS reserves the right to re-issue a solicitation or solicit the same or similar solicitation categories for additional similar awards at any time at TIPS sole discretion.
16. **Best and Final Offer.** Vendor's proposal shall be their best and final offer although deviations may be addressed and Vendor's TIPS Pricing may be updated as provided for herein.
17. **LIMITATION OF LIABILITY – Waiver.** BY SUBMITTING A PROPOSAL, OFFERER EXPRESSLY AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST BOTH THE INTERLOCAL PURCHASING SYSTEM REGION 8 EDUCATION SERVICE CENTER, ITS DIRECTORS, OFFICERS, ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF AN AGREEMENT, IF ANY. NEITHER REGION 8 ESC NOR TIPS SHALL BE RESPONSIBLE OR LIABLE FOR ANY COSTS INCURRED BY PROPOSERS OR THE SELECTED CONTRACTOR IN CONNECTION WITH RESPONDING TO THE SOLICITATION, PREPARING FOR ORAL PRESENTATIONS, PREPARING AND SUBMITTING A PROPOSAL, ENTERING OR NEGOTIATING THE TERMS OF AN AGREEMENT, OR ANY OTHER EXPENSES INCURRED BY A PROPOSER. THE PROPOSER OR SELECTED CONTRACTOR IS WHOLLY RESPONSIBLE FOR ANY SUCH COSTS AND EXPENSES AND SHALL NOT BE REIMBURSED IN ANY MANNER BY REGION 8 ESC OR TIPS.

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Masters Transportation Inc

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PO MUST REFERENCE VENDOR TIPS CONTRACT NUMBER

	<u>PAYMENT TO</u>	<u>TIPS CONTACT</u>
ADDRESS	800 Quik Trip Way	NAME Charlie Martin
CITY	Belton	PHONE (866) 839-8477
STATE	MO	FAX (866) 839-8472
ZIP	64012	EMAIL tips@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: N

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Overview

Master's Transportation Inc. New and used shuttle buses, school buses, non-emergency medical vehicles, inmate and prisoner transportation vehicles, Low floor buses, Coach buses, Mobility Vans and specialty built vehicles. We have locations with sales and service facilities in Irving Tx. Belton Mo. Ozark Mo. Maryland Heights Md, Aurora Co., Hot Springs Ar., and Corona Ca. We also have a sales only offices in Kearney Ne. and Kissimmee Fl. We have dealer licensed in multiple states with multiple brands. If purchasing from a state in which we do not hold a dealer license for the product, paperwork will be done on a Missouri bill of sale following Missouri sales and title processes.

Item Number:	5.C.
Meeting Date:	6/4/2024
Item Type:	Agenda Items

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

5 B: Request for Approval of the City of Cape Coral Charter School Authority, Oasis Charter Schools Wellness Policy Update SY 2023/2024

SUMMARY:

This Wellness Policy update outlines what the school has satisfied per NSLP mandate(s), accomplished in Oasis cafeterias, and notes upcoming plans for implementation next school year SY24/25..

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▢ WELLNESS POLICY UPDATE 2023-2024	Backup Material

Cape Coral Charter School Authority

Administration Division

TO: Cape Coral Charter School Authority Governing Board
THRU: Jacquelin Collins, Superintendent 
FROM: Caroline Sterling, Interim Food Service Manager
DATE: May 21st, 2024
SUBJECT: Wellness Policy Update

One of the requirements of the National School Lunch Program is to annually review and implement a wellness policy. The Charter School food service department has followed the wellness policy and does not plan to make any changes to the policy this year.

This memo will outline a status update of what the school has completed, accomplished and future implementation plans for the next year.

The first area is nutrition. The Charter School remains in compliance with offering the strict meal requirements as outlined by the National School Lunch Program (NSLP). These requirements include a maximum calorie and sodium range for both breakfast and lunch as well required portions of each menu component which includes milk, grain, meat, fruit, and vegetables. Providing all meal requirements continue to be challenging due to continuing supply chain issues and increment in prices. In addition, continues to be difficult staffing the kitchens with fulltime staff and had one of the kitchens using the middle school lead to help them oversees the daily duties. Food Service will be interviewing candidates to fill the vacancies that still open in the High School cafeteria. The Charter School still did an excellent job of providing meals that met the requirements.

The Charter School lunch participation has continued to increase. This school year, meal participation and a la carte purchases increase significantly resulting in a revenue increase of almost a 50%.

Another area that is emphasized is the qualifications of school's food service staff. At the beginning of the year, the entire staff has food handling training, and the Charter School ensures that at least two staff members have the food manager training. The annual food safety training session is a review for the returning staff and will ensure any new hires are trained properly.

The Charter School follows statute 7CFR 210.11., which deals with the sale of competitive foods and fundraisers. The sale of competitive food shall not be allowed to be sold during meal periods in the

same area as reimbursable meals except for items sold by the food service department that meets Smart Snacks in Schools Regulations. The sale of competitive foods that do not meet the nutritional standards established in the Smart Snacks in Schools Regulations can only be permitted if approved by principal 30 minutes after the end of the official day until midnight of that day.

The second major area is nutrition and promotion of physical activity. An important part is the nutrition education of our students. At the elementary level, the physical education classes spend part of the class time teaching students about the myplate.gov and making healthy choices. At the middle school, students take physical education for at least one semester that promotes healthy choices and good nutrition. The high school has the Health Opportunities in Physical Education (H.O.P.E) that promotes physical activity and nutrition education.

The Charter School continue the promotion of nutritional education communication with the students and parents. The Food Service department provided monthly nutritional facts on the menus and websites for the parent's benefit.

The Charter School continues to complete student evaluations for all 1st, 3rd, 6th, and new to Lee County students. This process includes taking a student's height, weight, and body mass index (BMI). The school is following Lee County requirement.

The Charter School also offers several opportunities for our parents and students to be involved in physical activities. The elementary schools held a Booster-thon which included students exercising as a fundraiser. Oasis South had a Quarterly Fastest Class Challenge to see which class can run the most laps which is a healthy, competitive way to promote physical activity. Both elementary schools offer a variety of after school clubs like run club, sports, cheerleading and kickball. The middle school maintains a school garden with an afterschool program.

The middle and high school students participate in a variety of sports programs throughout the school year. Students participated in volleyball, soccer, football, cross country, and basketball. In addition, the high school JROTC Raiders emphasizes physical activity in their training as well as their competitions.

The third area is the school-based activity. The Charter School continues to promote healthy options for the staff by continuing to sponsor gym membership subsidies to promote staff exercise. All employees also can participate in the City of Cape Coral's annual Healthy Targets Program with health screenings. In addition, the City of Cape Coral has provided a free health clinic for staff and family members who have their benefits through the Charter School. This provides a convenient and no cost option to our families to receive health care.

The Charter Schools will continue with the student involvement conducting annual student taste tests to implement additional favorable menu option guiding them to make smart healthy choices and to avoid additional food waste.

The Charter Schools will maintain our unpaid meal charge policy. Which is in addition, to allowing students to charge 2 meals, the Charter School will then allow students to charge a main dish item with a milk for 2 times, and then the student will receive a sandwich and milk until the unpaid balance is paid. This will minimize any exposure of unpaid balances to students that need to eat. Staff will continue to follow up with parents about payments and provide information about the NSLP if needed.

We will keep going with the Offer vs. Serve program in all our schools which give students the opportunity to choose what they like from what is being served and minimize food waste. The food Service Staff will ensure that we follow the NSLP guidance.

The Triennial Assessment was completed with improvement in some of the areas that we scored low the last time.

The Charter Schools will start working on meeting the statutory requirements regarding the adjustment of added sugars intake by the fall of 2025 in food such as cereals, yogurts, and milk (to no more than 10% of the weekly calories). In addition, there will be a reduction of 10% in sodium levels for breakfast and a reduction of 15% for lunch, which must be fully implemented by 2027.

The wellness committee has evaluated the success of the wellness policy requirements and improvements this year. The Charter School is following all the requirements and continued to work on improvements during the 2024-25 school year.

Item Number:	5.D.
Meeting Date:	6/4/2024
Item Type:	Agenda Items

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

6. UNFINISHED BUSINESS

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	5.E.
Meeting Date:	6/4/2024
Item Type:	Agenda Items

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

6 A: Request for Acceptance and Approval to Engage the Services of Evergreen Solutions, LLC to Conduct and Complete in Four (4) Months from Contract Execution a Classification and Compensation Study for All Employees of the City of Cape Coral Charter School Authority, and Oasis Charter Schools, in the Amount Not-to-Exceed \$42,500, which includes two (2) onsite visits, travel costs, transportation, fringe benefits, indirect costs(overhead), clerical support, and all other out-of-pocket expenses.

SUMMARY:

Unfinished Business Recommendation from Budget Workshop #1 held on April 9, 2024.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▣ EVERGREEN PROPOSAL MAY 2024	Backup Material



Evergreen Solutions, LLC

2528 Barrington Circle • Unit #201 • Tallahassee, Florida 32308
850.383.0111 • fax 850.383.1511

May 22, 2024

Jacquelin Collins, Superintendent
City of Cape Coral Oasis Charter School Authority
3519 Oasis Blvd.
Cape Coral, FL 33914

Dear Ms. Collins:

We appreciate the opportunity to submit a letter proposal to conduct a Classification and Compensation Study for the City of Cape Coral Oasis Charter School Authority (OCS). I have prepared a work plan outlining the tasks, activities, and milestones necessary to accomplish this study as well as a proposed timeline and cost. Note: Evergreen understands that OCS has approximately 352 employees of which 186 are teachers. Teachers would not be included in the classification portion of the study (i.e., Task 3, 4, and 11) as their classifications would not change.

Detailed Work Plan

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with OCS.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final timeline for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Discuss with the OCS Project Manager and any other key personnel the following objectives:
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;
 - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of OCS and some of the short- and long-term priorities. This activity serves as the basis for assessing where OCS is going and what type of pay plan will reinforce current and future goals.

Task 2.0
Evaluate the
Current System

- 1.3 Obtain relevant materials from OCS, including:
- any previous projects, research, evaluations, or other studies that may be relevant to this project;
 - organizational charts for the departments and divisions, along with related responsibility descriptions; and
 - current position and classification descriptions, and salary schedule(s).
- 1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of OCS staff (including teachers)

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the existing compensation and classification system.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure and compensation philosophy (if any). Review the existing pay structure and look for potential problems and issues to be resolved.
- 2.2 Identify the strengths and weaknesses of the current pay plan(s) for OCS.
- 2.3 Identify any pay compression issues that may exist.
- 2.4 Complete an assessment of current conditions that details the nature of the current system for OCS as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions

Task 3.0
Collect and Review
Current
Environment Data

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within OCS.
- Guide subsequent analytical tasks.



Task 4.0
Evaluate and Build
Projected
Classification Plan
and Make FLSA
Determinations

TASK ACTIVITIES

- 3.1 Schedule and conduct employee orientation sessions to describe the scope of work and methodology.
- 3.2 Interview leadership to obtain relevant information on specific compensation issues and policies. Obtain insight into perceived current compensation and classification system strengths and weaknesses.
- 3.3 Hold focus groups with a sample of employees to obtain additional relevant information on specific compensation issues and policies.
- 3.4 Work with the OCS Project Manager and Human Resources staff to administer the JATs and MITs. Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the OCS Project Manager before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by OCS that may provide additional relevant insight.

KEY PROJECT MILESTONES

- Department head interviews
- Employee focus groups and orientation sessions
- Job assessment tool distribution

TASK GOALS

- Identify the classification of existing positions utilizing the approved method for job evaluation.
- Characterize internal equity relationships within OCS.

TASK ACTIVITIES

- 4.1 Ensure that all class specifications have been provided to Evergreen by the OCS Project Manager.
- 4.2 Review the work performed by each classification and score based on job evaluation, including an evaluation of supervisory comments.
- 4.3 Review job evaluation scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow-up with employees for jobs where uncertainty exists over data obtained from job evaluation.



Task 5.0
Identify Approved
List of Benchmarks
and Survey Targets

- 4.5 Develop preliminary recommendations for the classification structure and discuss with the OCS Project Manager. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the job evaluation scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped and spacing between jobs would be determined.
- 4.6 Develop recommendations of FLSA (exemption) status and minimum qualifications based on results of the job evaluation (JAT) review and federal requirements.
- 4.7 Review recommendations with the OCS Project Manager.

KEY PROJECT MILESTONES

- Job evaluation scores by class
- Recommended classification changes
- Preliminary job structure based on internal equity

TASK GOALS

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

TASK ACTIVITIES

- 5.1 Identify and review with the OCS Project Manager the classifications that will be used as benchmarks for the market salary survey. Note: Evergreen will work with the OCS Project Manager to select up to 40 classifications to use as benchmarks for the market salary survey.
- 5.2 Finalize the list of benchmark positions.
- 5.3 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Cape Coral area;
 - economic and budget characteristics; and
 - other demographic data.
- 5.4 Review and finalize with the OCS Project Manager up to 20 peer organizations that should be included in the market salary survey.
- 5.5 Develop a system for using secondary data, including potential sources and weighting of secondary data, if necessary.



Task 6.0
Conduct Market
Salary Survey and
Provide External
Assessment
Summary

- 5.6 Review survey methodology with the OCS Project Manager and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

TASK GOALS

- Conduct the external labor market salary survey.
- Conduct a benefits survey.
- Provide a summary of the market salary and benefits survey results to the OCS Project Manager for review.

TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey. Discuss the questions to include in the market salary survey.
- 6.2 Develop a listing of the current benefits provided by OCS for comparisons with peer organizations.
- 6.3 Using the list of OCS provided benefits and major benefits offerings not provided by OCS develop a list of benefits to include in the external labor market survey.
- 6.4 Prepare benefits survey to be included with salary survey developed in Task 6.1.
- 6.5 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.6 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 6.7 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 6.8 Validate all data submitted.
- 6.9 Develop summary report of external labor market salary and benefits survey assessment results.



- 6.10 Submit summary report of external labor market salary and benefits survey assessment results to the OCS Project Manager.

KEY PROJECT MILESTONES

- Market salary survey instrument
- Benefits salary survey instrument
- Summary report of external labor market salary and benefits survey assessment results

Task 7.0 Develop Strategic Positioning Recommendations

TASK GOALS

- Determine the compensation philosophy for OCS.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 7.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary survey data collected in Task 6.0, and classification data reviewed in Task 4.0, determine the proper pay scale, including number of grades and ranges.
- 7.3 Produce a revised or new pay scale(s) that best meets the needs of OCS from an internal and external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions

Task 8.0 Conduct Solution Analysis

TASK GOALS

- Conduct analysis comparing job evaluation values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan.



Task 9.0
Develop Draft and
Final Reports

- 8.2 Place all classifications into pay grades based on Task Activity 8.1. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of OCS as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the OCS Project Manager to discuss the potential solutions.
- 8.5 Determine the best solution to meet the needs of OCS in the short-term and long-term.
- 8.6 Document the accepted solution.

KEY PROJECT MILESTONES

- Potential solutions
- Documented final solution

TASK GOALS

- Develop and submit a draft and final report of the Classification and Compensation Study to OCS.
- Present final report.

TASK ACTIVITIES

- 9.1 Produce a comprehensive draft report that captures the results of each previous step, including a complete listing of the allocation of job classes to salary range requirements. Provide the report to the OCS Project Manager for review that will include the costs associated with all recommendations as well as implementation strategies.
- 9.2 Make edits and submit necessary copies of the final report to the OCS Project Manager.
- 9.3 Present the final report.
- 9.4 Develop a communication plan for sharing study results with the employees.
- 9.5 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan



Task 10.0
Develop
Recommendations
for Compensation
Administration

TASK GOALS

- Develop recommendations for a maintenance program so administration by OCS staff may sustain the recommended compensation system/structure.
- Conduct training.

TASK ACTIVITIES

- 10.1 Develop recommendations and guidelines for continued administration and maintenance of the compensation system, including recommendations and guidelines related to:
- how employees will move through the pay structure/ system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 10.2 Finalize and present recommendations to the OCS Project Manager for review.
- 10.3 Provide training and tools to Human Resources Department staff to ensure that staff can conduct audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's *JobForce Manager* tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Training on Evergreen's *JobForce Manager* tool

Task 11.0
Provide Revised
Class Descriptions

TASK GOALS

- Update existing class descriptions.
- Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.



- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).

TASK ACTIVITIES

- 11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.
- 11.2 Discuss any necessary changes to the class description format with the OCS Project Manager.
- 11.3 Update classification descriptions based on data gathered from the job evaluation process.
- 11.4 Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- 11.5 Recommend a systematic, regular process for reviewing job descriptions.

KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions, as needed
- Recommendations for regular review of class descriptions

Task 12.0 Review Performance Evaluation System

ASK GOALS

- Review and revise current performance management system.
- Create performance management tools.

TASK ACTIVITIES

- 11.1 Discuss with the OCS Project Manager the type of performance evaluation system that will support the compensation philosophy of OCS.
- 11.2 Review, recommend, and provide solutions for a new or revised pay for performance evaluation process.
- 11.3 Revise current performance evaluation system and provide effective performance evaluation tools to evaluate employees.
- 11.4 Discuss with the OCS Project Manager evaluation procedures and processes that should be followed by employees regarding the new or revised performance evaluation system.

KEY PROJECT MILESTONE

- New/Revised performance management system and tools



Proposed Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our work plan is \$42,500. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Evergreen can conduct this study in approximately four months from the execution of a contract. Our cost includes two onsite visits to OCS as most of the work can be conducted virtually.

Our preferred method of invoicing is as follows:

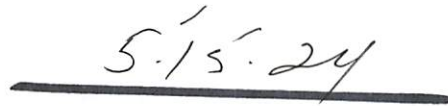
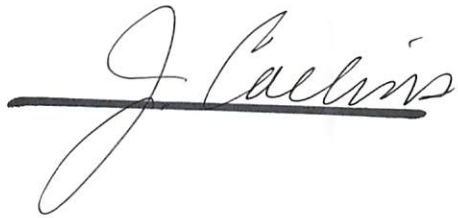
- 25% - upon completion of Tasks 1 - 2
- 25% - upon completion of Tasks 3 - 4
- 40% - upon completion of Tasks 5 - 8
- 10% - upon completion of Tasks 9 - 12

We would love the opportunity to work with the City of Cape Coral Oasis Charter School Authority. If you need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Jeffrey Ling, PhD
President



Item Number:	5.F.
Meeting Date:	6/4/2024
Item Type:	Agenda Items

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

7. NEW BUSINESS

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

Item Number:	5.G.
Meeting Date:	6/4/2024
Item Type:	Agenda Items

AGENDA REQUEST FORM
City Of Cape Coral Charter School Authority

TITLE:

7 A: Request for Approval to Purchase Network Switches and Wireless Access Point upgrades to Replace the current Juniper and Meraki equipment from Imperium Data Networks via a Request for Proposal issued by E2E Exchange in the Amount of \$316,161.53, and to Authorize the Superintendent to Execute Purchase Orders, Change Orders, and any related documents.

SUMMARY:

Requesting Board Approval to purchase Juniper network switches and wireless access points in the amount of \$316,161.53. This will replace the existing equipment purchased in 2016 that has reached end of life. The new equipment will provide more capacity and faster speeds for students and faculty.

ADDITIONAL INFORMATION:

RECOMMENDED ACTION:

We are recommending that the board approve the purchase of Juniper network switches and wireless access points in the amount of \$316,161.53. This will replace the existing equipment purchased in 2016 that has reached end of life. We need this equipment, budgeted in FY 2025, to be approved now so we can purchase and install the equipment during the summer break before school resumes in August. The new equipment will provide more capacity and faster speeds for students and faculty.

ATTACHMENTS:

Description	Type
IMPERIUM JUNIPER SWITCHES UPGRADE	Backup Material



Sales Proposal: SP-16610-P7G4Q2

Imperium Data Networks
 8508 Benjamin Rd, Suite D
 Tampa, Florida 33634, United States
 813-450-5515

Date: 5/17/2024
 Effective To: 6/30/2024
 Terms: Net 30
 Sales Rep: Cody Lively
 Email: CLively@imperiumdata.com

Customer	Ship To
City of Cape Coral 1015 Cultural Park Blvd Cape Coral, Florida 33915 United States	1015 Cultural Park Blvd Cape Coral, Florida 33915 United States

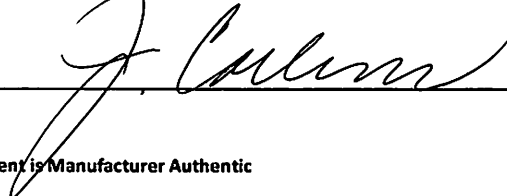
Item	Mfg	Description	Condition	Qty	Unit Price	Extended
B-AP34-2S-5Y-E	MIST SYSTEMS	AP34 eRate bundle, Superior Performance Multigigabit WiFi 6E 802.11ax Access Point (AP34) with BLE includes two 5yr Cloud Subscriptions (specify SUB-MAN, SUB-AST, SUB-VNA, SUB-PMA) and a universal mounting bracket	NEW	183	\$863.38	\$157,998.54
B-AP45-2S-5Y-E	MIST SYSTEMS	P45 eRate bundle, Premium Performance MultiGigabit WiFi 6E 802.11ax Access Point (AP45) with Adaptive BLE Array includes two 5yr Cloud Subscriptions (specify SUB-MAN,SUB-ENG,SUB-AST,SUB-VNA,SUB PMA) and a universal mounting	NEW	17	\$1,000.36	\$17,006.12
EX4100-24MP	Juniper Networks	EX4100 24-Port Multi-Gig with 16x 1G, 8x 1G/2.5G/5G/10G PoE++, 4x 10G SFP+ Uplink ports, 4x 25G SFP28 Stacking/Uplink ports, redundant fans, 1 AC PSU JPSU-920-AC-AFO included (optics sold separately) with Standard SW. TAA Compliant	NEW	2	\$1,643.55	\$3,287.10
JPSU-920-AC-AFO	Juniper Networks	EX4100 and EX3400 920W AC Power Supply, Front-to Back airflow (power cord needs to be ordered separately)	NEW	2	\$308.03	\$616.06
CBL-PWR-C13-US-48P	Juniper Networks	Power Cord, AC, US/Canada, C13, 15A/125V, 2.5m, Straight	NEW	2	\$13.17	\$26.34
S-EX-S-C2-5M2-C-E	MIST SYSTEMS	Erate bundle, SW EX Standard, Class 2 (24 ports), Includes Wired Assurance and VNA subscription for EX24 Port Switches with SVC CORE support, 5 YEAR	NEW	2	\$437.31	\$874.62
EX4100-48MP	Juniper Networks	EX4100 48-Port Multi-Gig with 32 x 1G, 16 x 1G/2.5G PoE++, 4x 10G SFP+ Uplink ports, 4x 25G SFP28 Stacking/Uplink ports, redundant fans, 1 AC PSU JPSU 920-AC-AFO included (optics sold separately) with Standard SW. TAA Compliant	NEW	19	\$2,486.80	\$47,249.20
JPSU-920-AC-AFO	Juniper Networks	EX4100 and EX3400 920W AC Power Supply, Front-to Back airflow (power cord needs to be ordered separately)	NEW	19	\$308.03	\$5,852.57
CBL-PWR-C13-US-48P	Juniper Networks	Power Cord, AC, US/Canada, C13, 15A/125V, 2.5m, Straight	NEW	19	\$13.17	\$250.23
S-EX-S-C3-5M2-C-E	MIST SYSTEMS	Erate bundle, SW EX Standard, Class 3 (32 or 48 ports), Includes Wired Assurance and VNA subscription for EX32 or EX48 Port Switches with SVC CORE support, 5 YEAR	NEW	19	\$624.83	\$11,871.77
EX4100-48P	Juniper Networks	EX4100 48-Port 10/100/1000BaseT PoE+, 4x 10G SFP+ Uplink ports, 4x 25G SFP28 Stacking/Uplink ports, redundant fans, 1 AC PSU JPSU-920- AC-AFO included (optics sold separately) with Standard SW. TAA Compliant.	NEW	24	\$1,943.87	\$46,652.88

JPSU-920-AC-AFO	Juniper Networks	EX4100 and EX3400 920W AC Power Supply, Front-to Back airflow (power cord needs to be ordered separately)	NEW	24	\$308.03	\$7,392.72
CBL-PWR-C13-US-48P	Juniper Networks	Power Cord, AC, US/Canada, C13, 15A/125V, 2.5m, Straight	NEW	24	\$13.17	\$316.08
S-EX-S-C3-5M2-C-E	MIST SYSTEMS	Erate bundle, SW EX Standard, Class 3 (32 or 48 ports), Includes Wired Assurance and VNA subscription for EX32 or EX48 Port Switches with SVC CORE support, 5 YEAR	NEW	24	\$624.83	\$14,995.92
EX4100-24T	Juniper Networks	EX4100 24-Port 10/100/1000BaseT, 4x 10G SFP+ Uplink ports, 4x 25G SFP28 Stacking/Uplink ports, redundant fans, 1 AC PSU JPSU-150- AC-AFO included (optics sold separately) with Standard SW. TAA Compliant.	NEW	1	\$998.69	\$998.69
JPSU-150-AC-AFO	Juniper Networks	EX4100 and EX3400 150W AC Power Supply, Front-to back airflow (power cord needs to be ordered separately)	NEW	1	\$142.21	\$142.21
CBL-EX-PWR-C13-US	Juniper Networks	POWER CABLE, US	NEW	1	\$13.17	\$13.17
S-EX-S-C2-5M2-C-E	MIST SYSTEMS	Erate bundle, SW EX Standard, Class 2 (24 ports), Includes Wired Assurance and VNA subscription for EX24 Port Switches with SVC CORE support, 5 YEAR	NEW	1	\$437.31	\$437.31
					Your Price	\$315,981.53
					Total Freight	Est: \$180.00
					Grand Total	\$316,161.53

All Currency Totals are in US Dollar

Comments to Customer ** Manufacturer's Warranty **

Please Sign Below for Acceptance of Quote:

X 

All Equipment is Manufacturer Authentic

All equipment typically ships within 48HRS from receipt of Purchase Order. Orders can be expedited sooner if necessary

***WARRANTY CONDITIONS**

The limited warranty listed specifically EXCLUDES damage resulting from causes other than normal wear and tear including, without limitation: neglect, accident; alterations; improper use or misuse; failure of electrical power; air conditioning, or humidity control; acts of God, including, without limitation: lightning strikes or power surges. Warranty and restocking is non-transferrable and is valid from the date of the original purchase only.

RESTOCKING FEE

A restocking fee of 25% will be charged for all equipment returned to Imperium Data Networks during the first 90 days of the warranty period that is deemed as working and operational upon Imperium Data Networks receipt of returned equipment excluding specialty ordered material. The restocking fee will be in effect for the first 90 days of the warranty period provided by Imperium Data Networks and will also apply to purchase orders that are canceled before the equipment is received or shipped. All RMA's whether defective or not expire after 14 calendar days if not returned.

****Imperium Data Networks LLC. reserves the right not to Replace or Credit any RMA equipment //Quote does not include shipping and handling. Freight cost will be determined upon delivery method chosen by customer ****



JUNIPER NETWORK SWITCHES AND WIRELESS ACCESS POINT 2024-2025 E-RATE EVALUATION SHEET

E-Rate Bid Assessment Worksheet
Funding Year: 2024

Page 1 of 2

Project or Service
Description

Network switch and wireless access point upgrades- Replace current Juniper and Meraki equipment. Quotes are for equipment, support and maintenance only. Installation will be handled by the school district.

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Vendor # 1		Vendor # 2		Vendor # 3		Vendor # 4		Vendor # 5	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Prices/Charges	80%	5	4	2	1.6	2	1.6	4	3.2	3.5	2.8
Understanding of Needs	15%	5	0.75	1	0.15	1	0.15	5	0.75	5	0.75
Prior Experience	0%	0	0	0	0	0	0	0	0	0	0
Personnel Qualifications	0%	0	0	0	0	0	0	0	0	0	0
Financial Stability	5%	5	0.25	5	0.25	5	0.25	5	0.25	5	0.25
Other (describe)											
Other (describe)											
Overall Ranking	100%		5		2		2		4.2		3.8

Vendor Selected: Imperium Data Technology
Approved By: John Carrington
Title: Network Manager
Date: 01-03-2024

Bid Assessment Comments, if needed:

Page 1 Total price of quotes Vendor 1 \$315,891.53, Vendor 2 \$591,584.58, Vendor 3 \$614,918.00, Vendor 4 \$334,223.51, Vendor 5 \$342,569.27, Vendor 6 \$524,034.56, Vendor 7 \$895,227.24
-Imperium Vendor #1
-Howard Technology Solutions Vendor #2
-Northpoint Solutions Vendor #3
-United Data Technologies Vendor #4
-SHI Vendor #5
-Uniti Vendor #6
-Questivity Vendor #7

Notes:

* Final selection criteria is decided by the school district/ library

** Percentage weights must add up to 100%. Price must be weighted the heaviest.

*** Evaluated on a scale of 1 to 5 1=worst, 5=best.

*** Weight x Raw Score



JUNIPER NETWORK SWITCHES AND WIRELESS ACCESS POINT 2024-2025 E-RATE EVALUATION SHEET

E-Rate Bid Assessment Worksheet
Funding Year: 2024

Page 2 of 2

Project or Service
Description

Network switch and wireless access point upgrades- Replace current Juniper and Meraki equipment. Quotes are for equipment, support and maintenance only. Installation will be handled by the school district.

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Vendor # 6		Vendor # 7		Vendor #		Vendor #		Vendor #	
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Prices/Charges	85%	2	1.7	1	0.85		0		0		0
Understanding of Needs	10%	3	0.3	4	0.4		0		0		0
Prior Experience	0%		0		0		0		0		0
Personnel Qualifications	0%		0		0		0		0		0
Financial Stability	5%	5	0.25	4	0.2		0		0		0
Other (describe)											
Other (describe)											
Overall Ranking	100%		2.25		1.45		0		0		0

Vendor Selected: Imperium Data Technology
Approved By: John Carrington
Title: Network Manager
Date: 01-03-2024

Bid Assessment Comments, if needed:
Page 2

Notes:

* Final selection criteria is decided by the school district/ library

* Percentage weights must add up to 100%. Price must be weighted the heaviest.

** Evaluated on a scale of 1 to 5: 1=worst, 5=best.

*** Weight x Raw Score

Item Number:	6.A.
Meeting Date:	6/4/2024
Item Type:	Date and Time of Next Meeting:

AGENDA REQUEST FORM
City Of Cape Coral Charter School
Authority

TITLE:

The Next Regular Governing Board Meeting will be held on Tuesday, June 25, 2024, at 5:30p.m., at City Council Chambers, 1015 Cultural Park Blvd., Cape Coral, FL 33909

SUMMARY:

ADDITIONAL INFORMATION:

RECOMMENDED ACTION: