

F.O.I. Compliance –

JOINT BOARD OF EDUCATION RFP Review Committee

Date: March 28, 2022

Joint BOE RFP Review Committee Meeting –

Attendance:	<u>Ad hoc Comm. Member</u>		<u>Administration:</u>		<u>Other:</u>
(√ = attended)	Jane Cavanaugh (R4 BOE)	√	Brian White	√	
	Nancy Johnston (ES BOE)	√	Bob Grissom	√	
	Rick Daniels (R4 BOE)	√			
	Lon Seidman (ES BOE)	√			
	Miriam Morrissey (DR BOE)	√			
	Maria Scherber (CH BOE)	√			
	(joined at 6:05 p.m.)				

Meeting began at: 6:00 p.m.

Items / Discussion

Superintendent White opened by saying that Administration scheduled this meeting to provide the Committee with an update on proposed work regarding the districtwide phone system and repairs to the Valley Regional High School Tennis Courts, two items that will require attention in the very near future. They also want to provide a general update on a variety of other issues that may be brought before the Committee later in the spring, those being Region 4 sidewalk, curbing and asphalt work; the IT audit; the Security audit; and Asset Management.

Superintendent White noted that due to the nature of the proposed work related to the phone system and the tennis courts, per BOE Policy #3323, Administration would not be required to conduct a full RFP process to select an appropriate vendor. However, due to the nature and cost of the work, he wanted to share the information and ensure that the Committee was comfortable with Administration proceeding per policy.

Superintendent White shared that the current district-wide phone is nearing 12 years of service. Our Director of Technology has advised that the system is nearing the end of its serviceable life, due to its age and the fact that the associated hardware and software will be discontinued and/or no longer supported by the manufacturer as of August or September of this year. Due to the limited system life and the desire to complete the work over the summer, our Director of Technology, Pam Murphy, has been researching replacement systems and costs. The scope of the system encompasses all office and classroom phones; all building intercom systems; some aspects of emergency response equipment; and possibly the inclusion of fax lines. Mrs. Murphy has also been researching system vendors and recommends using a State approved vendor who partners with the State CEN network that we use.

We are budgeted to be able to pay out of the current fiscal year and would like to have the work done during the summer to minimize disruption and allow replacement before support services end. Because we are proposing to use a state approved vendor, per BOE

Policy #3323 a full RFP competitive bid process is not required. As such, it would be allowed as “items purchased from current state, federal or other cooperative contract pricing agreements”. There was Committee consensus that the policy allows for use of this vendor without an RFP process, but they did request some details be shared regarding the steps that Mrs. Murphy took to research the systems and vendors, and also to answer their questions regarding backup systems for emergency calls, if the main system were to go down. Administration will share a summary from Mrs. Murphy as discussed, and they will plan to have Mrs. Murphy present on the phone system rollover at the April 27th Joint BOE meeting.

The other time sensitive matter Administration wanted to discuss this evening is the VRHS tennis courts, which as many are aware from previous Region 4 facilities presentations, the state of the tennis courts have been deteriorating over the past several years. This past winter was especially hard on the courts. The courts were recently evaluated by a tennis court company and rendered. Eventual court replacement will be needed and will be part of the long term capital improvement plan, but, to ensure the courts can be playable for this season the district has received a quote of \$35,000-\$40,000 in repair work to make courts safe for play this season. Under BOE Policy #3323 this repair would be allowed without running an entire RFP process as “Emergency purchases when: Human life, health or district property is in jeopardy”.

Administration hopes to move forward with this work as soon as possible to get the courts in playable shape for this season. There is money available in this year’s operating budget under the correct line item (repairs and maintenance for plant operations and athletics) and it is the recommendation of the Administration to move forward as soon as possible to allow team to be back on site for practices and matches within approximately two weeks.

There was Committee consensus that the policy allows for the emergency repair work to proceed as requested.

Administration then discussed the remaining items on the agenda. They shared that they are currently working with maintenance teams at JWMS and VRHS to understand and begin planning for curbing, pavement and asphalt work required at both buildings over the summer. The Region 4 capital account does have money budgeted to address any immediate health or safety risks. Staff from both buildings have identified problem areas. Depending on scope of work, policy may require initiating the RFP process and if so, they will be coming back to this group for input.

Administration is in the process of drafting RFPs for the anticipated IT audit, Security Audit and Asset Management inventory. These are all projects anticipated as part of the proposed Supervision District Budget for 2022-23. The goal is to move forward with preparing for this process, so that upon approval of the budget, we would be able to move forward as quickly as possible to secure vendors for all of these items.

To summarize, Superintendent White shared the following:

Administration will ask Mrs. Murphy to prepare a detailed summary of her process for researching different phone systems and vendors, including how emergency calls are handled. That summary will be shared out with this group as soon as possible. After the Committee reads that summary, if there is Committee consensus that there is still a need

for additional discussion then a special meeting can be called, otherwise Administration will move forward, in accordance with BOE Policy #3323 to secure the State approved vendor to complete the work over the summer. Additionally, Mrs. Murphy will be asked to present on the phone rollover project in more detail at the Joint BOE meeting now scheduled for Wed., April 27th.

In accordance with BOE Policy #3323 Administration will proceed with scheduling the emergency repairs of the VRHS tennis courts as soon as possible.

Mr. White reiterated that we are adequately budgeted for both the phone system and tennis courts projects within the current fiscal year.

Administration will be in touch with the Committee in the near future, in accordance with policy, to discuss next steps for the other items discussed this evening.

The meeting ended at 6:57 p.m.