

**OFFICE OF INSTRUCTIONAL ENHANCEMENT AND INTERNAL OPERATIONS**  
**Summary of State Board of Education Agenda Items**  
**April 17-18, 2014**

**OFFICE OF SPECIAL EDUCATION**

12. Approval to renew the contract with The Riverside Publishing Company “DBA” HM Receivables, LLC for Fiscal Year 2015 to provide an assessment system as required by the State Performance Plan

Awarded Vendor:                      The Riverside Publishing Company  
  “DBA” HM Receivables LLC  
  Rolling Meadows, Illinois

Scope of Project: The contractor will provide an assessment system for preschool children (ages 3-5) with disabilities that meets the requirements outlined by the Office of Special Education Programs (OSEP) required in the State’s Annual Performance Report as authorized in IDEA for the fourth year of a ten year procurement process. HM Receivables provides assessment utilizing the Battelle Development Inventory 2<sup>nd</sup> (BDI-2).

Renewal of the contract for years five through ten will be determined annually and shall be contingent upon the successful completion of the preceding year’s contract and the availability of funds. Personnel associated with this contract are not former Department employees or related to any Department employees.

Scope of Contract:

- Term of Contract Renewal:                      September 15, 2011 – June 30, 2015
- Cost of Current Contract:                      \$223,610.56
- Renewal Increase:                                 \$ 81,642.19
- Total Cost of Contract Renewal:              \$305,252.75
- Method of Award:                                 Request for Proposals

Funding Source: Federal funds

Recommendation: Approval

Back-up material attached

**MISSISSIPPI DEPARTMENT OF EDUCATION**  
**Office of Special Education**  
**Riverside Publishing dba HM Receivables, LLC**

**Contract History**

<b>Year</b>	<b>FY</b>	<b>Initial Projected Contract Cost</b>	<b>Actual Contract Cost (including modifications)</b>
1	FY12	\$71,153.20	\$71,153.20
2	FY13	\$74,481.24	\$74,481.24
3	FY14	\$77,976.12	\$77,976.12
4	FY15	\$81,642.19	\$81,642.19
5	FY16	\$85,494.34	
6	FY17	\$89,543.79	
7	FY18	\$93,785.31	
8	FY19	\$98,249.03	
9	FY20	\$102,932.91	
10	FY21	\$107,846.98	
<b>TOTAL</b>		<b>\$883,105.11</b>	<b>\$305,252.75</b>

**Office of Special Education  
Personal and Professional Contracts  
Annual Evaluation Form**

Name of Contractor: HM Receivables					
Name Of Person Completing Evaluation: Ellen Davis Burnham		Title Of Person Completing Evaluation: Bureau Director II			
Date: April 15, 2014	Fiscal Year of Contract: FY 14	Travel: \$0.00			
Number of Contractual Days: NA	Rate: NA	Total Amount of Contract: \$77,976.12			
Scope of Work: The contractor agrees to provide an efficient assessment system that yields valid results for preschool students with disabilities ages 3-5 as of December 1 <sup>st</sup> each year, in comparison to their same aged peers.					
	Rating	1	2	3	4
1. Were contract deliverables returned within timelines established?					
a. Monitoring Reports, Activity Reports, Technical Assistance Reports, PowerPoints, Mediation Agreements, and/or other required deliverables					
b. Were deliverables timely (EX: 6/8 were timely (75%) and 2/8 were delayed (25%))					
c. Were deliverables acceptable within specified timeline?					
d. Timesheets and/or invoices					
e. Travel					
2. Was the contractor compliant with contractual terms?					
a. Professionalism					
b. Ethical Behavior					
c. Confidentiality					
d. Other					
3. Accountability					
• Is productive and delivers appropriate amount of service to district.					
• Focuses on quality and expends the necessary time and effort to help district(s) achieve the established goals.					

**Office of Special Education  
Personal and Professional Contracts  
Annual Evaluation Form**

Ratings:

4 – Exceeds Expectations – This rating requires a support services partner to fulfill all identified deliverables for the district in the focused area(s) of improvement related to the scope of work.

3 – Meets Expectations – This rating requires a support services partner who has met 90% of identified deliverables for the district in the focused area(s) of improvement related to the scope of work.

2 – Needs Improvement - This rating requires a support services partner who has met less than 90% and more than 70% of the identified deliverables for the district in the focused area(s) of improvement related to the scope of work.

1 – Unsuccessful - This rating requires a support services partner who has met less than 70% of the identified deliverables for the district in the focused area(s) of improvement related to the scope of work.