

PITTSBURGH-MT. OLIVER INTERMEDIATE UNIT

January 15, 2014

Agenda

I. COMMITTEE ON EDUCATION

- A. General Authorization
 - 1. Wilkinsburg School District

II. COMMITTEE ON BUSINESS

- A. Payments Authorized
 - 1. Daily Payments
- B. Consultants/Contracted Services
 - 2. RiverTech
 - 3. Debra M. Kriete

Board Action Information Sheet

ED-1

Action Item #

January 2014

Action Month



Linda M. Baehr

Submitted By

Linda M. Baehr

Person Accountable

GENERAL AUTHORIZATION

Payment Data

Total Cost This Action:	<u>\$0.00</u>	Account Number(s):				
<input type="checkbox"/> General Fund		Resp	Fund	Func	Obj	Amount
	Department					
<input type="checkbox"/> Supplemental Fund						
	Name					
	Name					

District Goals: ☒ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☒ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this authorization? (Please write in complete sentences)

RESOLVED, That the Board of Directors of the Pittsburgh-Mt. Oliver Intermediate Unit authorize its officers to execute a Letter of Agreement between the Intermediate Unit and the Wilkinsburg School District, whereby the Intermediate Unit will provide Title I remedial and/or math services to eighteen (18) Wilkinsburg School District students attending Imani Christian Academy in the City of Pittsburgh serviced by the Intermediate Unit. Wilkinsburg School District will pay the Intermediate Unit, the sum of \$16,330.50, which is based on their per pupil allocation of \$907.25. An additional \$500.00 for the IU provided parental involvement and \$2,000.00 for IU provided professional development for the 2013-2014 school year. Total compensation is \$18,830.50.

Who will this benefit?

Wilkinsburg School District students enrolled at Imani Christian Academy will benefit from these services.

Where will the activities/services occur and how was this school/location selected? (if applicable)

Imani Christian Academy

Sandy Uhlyar

Additional person(s) accountable for this tab

Board Action Information Sheet

BU-1
 Action Item #
 January 2014
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Linda M. Baehr
 Submitted By
 Sandy Uhlyar
 Person Accountable

[Handwritten signature]
[Handwritten signature]

PAYMENTS AUTHORIZED

- ☐ Teachers ☐ Students ☐ Outside Firm or Person
☐ Other Staff ☐ Parents

Name: _____
 Address: _____

- ☐ Security Clearance has been obtained. ☐ Resume is attached.
☐ Security Clearance will be obtained before contractor begins work.
☒ Security Clearance not needed, as contractor will not be working with children.

Payment Data

Total Cost This Action:	\$0.00	Account Number(s):				
		<u>Resp</u>	<u>Fund</u>	<u>Func</u>	<u>Obj</u>	<u>Amount</u>
<input type="checkbox"/> General Fund	_____	_____	_____	_____	_____	_____
	Department	_____	_____	_____	_____	_____
<input type="checkbox"/> Supplemental Fund	_____	_____	_____	_____	_____	_____
	Name	_____	_____	_____	_____	_____
	Name	_____	_____	_____	_____	_____

District Goals: ☐ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

For what purpose are these funds being requested and how will it be implemented? (Please write in complete sentences)

It is recommended that the list of payments made for the month of December 2013 in the amount of \$688,625.70 be ratified, the payments having been made in accordance with the Rules in Effect in the Intermediate Unit and the Public School Code.

(Information is on file in the Business Office of the Intermediate Unit)

Who will this benefit?

Where and when will the activities/services occur? (location)

Sandy Uhlyar *[Handwritten signature]*
 Additional person(s) accountable for this tab

Board Action Information Sheet

BU-2

Action Item #

January 2014

Action Month



Linda M. Baehr

Submitted By

Linda M. Baehr

Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

RiverTech Office Works

3700 South Water Street

Pittsburgh, PA 15203

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority <input type="checkbox"/> Non-Minority	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> City Resident <input type="checkbox"/> Non-Resident
<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Profit <input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input checked="" type="checkbox"/> Pennsylvania <input checked="" type="checkbox"/> Pittsburgh <input checked="" type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☒ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$179,647.32</u>		Account Number(s)				
Rate of Payment _____ per year		Resp.	Fund	Func.	Obj.	Amount
<input checked="" type="checkbox"/> General Fund:	_____	_____	10	2600	111	\$44,911.83
	Department _____	_____	10	2600	113	\$134,735.49
<input type="checkbox"/> Supplemental Fund	_____	_____	_____	_____	_____	_____
	Account Name _____	_____	_____	_____	_____	_____

District Goals: ☐ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☒ 3. Efficient and effective support operations ☐ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

Board authorization is requested for the Pittsburgh-Mt. Oliver Intermediate Unit #2 to renew their current lease with RiverTech Office Works. The three year renewal/extension of the lease is for the office space located at 3816 South Water Street, Building Five, Pittsburgh, PA 15203. The Intermediate Unit will have access to the building twenty-four hours a day, seven days a week, fifty-two weeks per year.

Total amount of this contract not to exceed \$179,647.32 from account lines 10.2600.441.010.111.000 and 10.2600.441.380.113.000.

Who will the services benefit?

Pittsburgh-Mt. Oliver Intermediate Unit #2 and the non-public schools

Where will the services occur? (location)

3816 South Water Street, Building Five, Pittsburgh, PA 15203

Sandy Uhlyar

Additional person(s) accountable for this tab

Board Action Information Sheet

BU-2

Action Item #

January 2014

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The operating period shall be from February 1, 2014 to January 31, 2017.

Explain why an external contract is necessary to provide these services?

Pittsburgh-Mt. Oliver Intermediate Unit does not own property.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Three year lease of office space.

If this is a contract renewal, indicate the original objective of this activity:

Lease agreement of office space for two years.

Has objective been met? ☒ Yes; ☐ No

Please explain how the objective was met or why the objective was not met

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Will evaluation be made on the basis of predetermined written criteria? ☐ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☐ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product:

Board Action Information Sheet

BU-3

Action Item #

January 2014

Action Month



Linda M. Baehr

Submitted By

Sandy Uhlvar

Person Accountable

Consultants/Contracted Services

(not to be used for District employees)

Name of Consultant or Firm:

Address:

Debra M. Kriete, Esq.

510 North Third Street

Harrisburg, PA 17101

Indicate the category of this contract:

☐ NEW ☒ RENEWAL

<input type="checkbox"/> Individual	<input type="checkbox"/> Minority	<input type="checkbox"/> Non-Minority	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> Female	<input type="checkbox"/> City Resident	<input checked="" type="checkbox"/> Non-Resident
<input type="checkbox"/> Company	<input type="checkbox"/> Profit	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> EBE	<input type="checkbox"/> Pennsylvania	<input type="checkbox"/> Pittsburgh	<input type="checkbox"/> Allegheny County

- ☐ Security Clearance has been obtained ☐ Resume is attached
☐ Security Clearance will be obtained before contractor begins work
☒ Security Clearance not needed, as contractor will not be working with children

Total Contract Amount: \$ <u>\$1,500.00</u>		Account Number(s)				
		Resp.	Fund	Func.	Obj.	Amount
Rate of Payment <u>1500.00</u> per Contract						
<input type="checkbox"/> General Fund:						
Department						
<input checked="" type="checkbox"/> Supplemental Fund			10	2500	111	\$1,500.00
Account Name						

District Goals: ☐ 1. Maximum academic achievement ☐ 2. Safe and orderly learning environment ☐ 3. Efficient and effective support operations ☒ 4. Efficient & equitable distribution of resources to address the needs of all students ☐ 5. Improved public confidence and strong parent/community engagement

What is the purpose of this contract and how will it be implemented? (Please write in complete sentences)

RESOLVED, THAT THE Board of Directors of the Pittsburgh-Mt. Oliver Intermediate Unit #2 authorize its proper officers to renew the e-Rate contract with Debra M. Kriete, Esq. for purposes of consulting, preparing and filing of the e-Rate forms and other documents on behalf of the PMOIU2. Ms. Kriete has been successful in assisting the PMOIU2 obtain e-Rate grant funds in the past. The operating period shall be from February 1, 2014 to December 31, 2014. Cost not to exceed \$1,500.00 from account 10.2500.390.010.111.000.

Who will the services benefit?

PMOIU2 and the non-public schools in the City of Pittsburgh in which they service.

Where will the services occur? (location)

Ms. Kriete's Offices and at the PMOIU2.

Additional person(s) accountable for this tab

Board Action Information Sheet

BU-3

Action Item #

January 2014

Action Month

The operating period shall be from February 1, 2014 to December 31, 2014.

Explain why an external contract is necessary to provide these services?

Ms. Debra M. Kriete has the extensive experience supporting the E-Rate Program.

Indicate process for making recommendation:

☒ Negotiated

☐ Solicited Proposals

☐ Competitive Bid

Describe the expected results of this activity:

Support the PMOIU2 through the E-Rate process through completion.

If this is a contract renewal, indicate the original objective of this activity:

Support the PMOIU2 through the E-Rate process through completion. To assist the PMOIU2 by working with staff to apply for eligible funds to substantially reduce out-of-pocket costs for various E-Rate eligible services and equipment.

Has objective been met? ☐ Yes; ☐ No

Please explain how the objective was met or why the objective was not met

Data Source utilized, or if a new contract, that will be utilized to evaluate contractor performance:

Will evaluation be made on the basis of predetermined written criteria? ☐ Yes ☐ No

Will there be a tangible work product at the completion of the contract? ☐ Yes ☐ No

If there is a tangible work product expected, please describe expectations and name the custodian of the work product: