



BALTIMORE COUNTY PUBLIC SCHOOLS  
Division of Fiscal Services  
General Contract Recommendation Form

| Responsible Department Information |                                               |
|------------------------------------|-----------------------------------------------|
| Division                           | Fiscal Services                               |
| Contact                            | Christopher Hartlove, Chief Financial Officer |
| Division                           | Operations                                    |
| Department                         | Employee Training and Development             |
| Contact                            | Dr. Liz Berquist, Executive Director          |

| Type of Recommendation |                                                                                                                                                                                                                                                                                       |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Contract           | General Contract                                                                                                                                                                                                                                                                      |
| Type of Modification   | <input checked="" type="checkbox"/> N/A<br><input type="checkbox"/> Extension of contract term<br><input type="checkbox"/> Change in scope<br><input type="checkbox"/> Increase in maximum contract spending authority<br><input type="checkbox"/> Assignment – change in vendor name |

| Contract Information        |                                                       |                  |     |
|-----------------------------|-------------------------------------------------------|------------------|-----|
| Board Meeting Date(s)       | 9/10/24                                               |                  |     |
| Contract Number and Title   | CWA-115-24 Meeting Space for Professional Development |                  |     |
| Contract Term               | 5 years                                               |                  |     |
| Contract Extensions         | No                                                    |                  |     |
| Number of Extension Periods | N/A                                                   | Extension Period | N/A |
| Contract End Date           | 9/30/2029                                             |                  |     |

| Four Priorities |                                               |
|-----------------|-----------------------------------------------|
| Priority        | Highly Effective Teachers, Leaders, and Staff |



| Contract Description                                                                                                                                                                                                                              |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> <li>This contract will provide event space for professional development for systemwide, division, department, or office events that cannot be accommodated by facilities within the BCPS portfolio.</li> </ul> |  |

| Fiscal Impact                                                   |                                                            |
|-----------------------------------------------------------------|------------------------------------------------------------|
| Anticipated General Fund Category                               | Other Instructional Costs                                  |
| Anticipated Object Class                                        | Contracted Services                                        |
| Current Maximum Contract Spending Authority (modification only) | N/A                                                        |
| Increase Requested (modification only)                          | N/A                                                        |
| Maximum Contract Spending Authority                             | \$625,000                                                  |
| Funding Source                                                  | Operating 100%<br>Grants 0%<br>Capital 0%<br>Enterprise 0% |

| Anticipated and Historical Spend Data                                |           |
|----------------------------------------------------------------------|-----------|
| Current Fiscal Year to Date Contract Spend (modification only)       | N/A       |
| Current Fiscal Year Anticipated Spend                                | \$125,000 |
| Prior Fiscal Year Contract Spend (new contract only)                 | \$100,000 |
| Previous Contract Expenditures or Contract to Date (if modification) | N/A       |
| Previous Contract Term                                               | N/A       |
| Previous Contract Expiration Date                                    | N/A       |
| Previous Contract Number and Name:                                   | N/A       |
| Current Contract Term Status (modification only): N/A                |           |
| Justification for Increase: N/A                                      |           |

| Procurement Information |                                        |                              |    |
|-------------------------|----------------------------------------|------------------------------|----|
| Procurement Type        | Cooperative Administration of Programs | Number of Vendors Requesting | 15 |
| Procurement Authority   | Educ. 4-123                            | Number of Bids Received      | 1  |

**Contract Award Vendor Information**

All award vendors have completed all required forms and have been deemed fiscally and operationally capable of performing services or providing materials to BCPS.

| Vendor Name                           | City, State      | Existing Vendor |
|---------------------------------------|------------------|-----------------|
| The Marriot Owings Mills Metro Centre | Owings Mills, MD | No              |

**Method of Award**

Qualification-Based Selection