



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

Responsible Department Information	
Division	Curriculum and Instruction
Department	Science, Technology, Engineering, and Mathematics
Contact	Kasele K. Mshinda, Executive Director

Type of Recommendation	
Modification	Selection of Materials of Instruction
Type of Modification	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Extension of contract term <input type="checkbox"/> Change in scope <input checked="" type="checkbox"/> Increase in maximum contract spending authority <input type="checkbox"/> Assignment – change in vendor name

Contract Information			
Board Meeting Date(s)	10/23/2018, 5/4/2023, 8/8/2023, 9/10/2024		
Contract Number and Title	ARA-210-19 Digital Library Resource – Multidisciplinary Research Databases		
Contract Term	6 years, 10 months		
Contract Extensions	No		
Number of Extension Periods	N/A	Extension Period	N/A
Contract End Date	8/31/2025		

Four Priorities	
Priority	Academic Achievement



Contract Description	
<ul style="list-style-type: none"> <li>• In accordance with Board of Education Policy and Superintendent’s Rule 6002, <i>Selection of Instructional Materials</i>, the instructional materials were discussed at Curriculum Committee on August 22, 2024.</li> <li>• This modification will provide for continued digital library resources and multidisciplinary research databases for the Division of Curriculum &amp; Instruction.</li> <li>• BCPS will continue to procure these services under Montgomery County Public Schools Contract #1155.4.</li> </ul>	

Fiscal Impact	
Anticipated General Fund Category	Other Instructional Costs
Anticipated Object Class	Supplies and Materials
Current Maximum Contract Spending Authority (modification only)	\$560,000
Increase Requested (modification only)	\$200,000
Maximum Contract Spending Authority	\$760,000
Funding Source	Operating 100% Grants 0% Capital 0% Enterprise 0%

Anticipated and Historical Spend Data	
Current Fiscal Year to Date Contract Spend (modification only)	\$0
Current Fiscal Year Anticipated Spend	\$100,000
Prior Fiscal Year Contract Spend (new contract only)	N/A
Previous Contract Expenditures or Contract to Date (if modification)	\$558,670
Previous Contract Term	N/A
Previous Contract Expiration Date	N/A
Previous Contract Number and Name:	N/A
Current Contract Term Status (modification only): Year 6 of 7	
<b>Justification for Increase:</b> The requested increase in spending authority covers projected expenditures for FY25. Spending authority has also been included for FY26 since the State mandated service will continue and payment is due each year on July 1.	



Procurement Information			
<b>Procurement Type</b>	Cooperative Contract	<b>Number of Vendors Requesting</b>	38
<b>Procurement Authority</b>	Educ. 5-112 (a)(3)	<b>Number of Bids Received</b>	38

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.		
<b>Vendor Name</b>	<b>City, State</b>	<b>Existing Vendor</b>
ProQuest, LLC	Ann Arbor, MI	Yes

Method of Award
Lowest responsive responsible bidder(s)