



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

[www.pasco.k12.fl.us](http://www.pasco.k12.fl.us)

Department of Purchasing  
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July 3, 2012

## MEMORANDUM

**TO:** Honorable School Board Members

**FROM:** Kendra Goodman, CPPO, CPPB, Purchasing Agent *KDG/mw*

**SUBJECT:** RFP 08-016-AZ, Board Policy Development & Update Services  
One Year Extension, NEOLA, Inc.

On July 10, 2006, official action was taken to award the above-referenced RFP to NEOLA, Inc. for board policy development and update services. This RFP is a five-year contract, renewable annually at the mutual consent of the parties. It has been renewed every year since its inception. The fifth year of the contract is due to expire on July 9, 2012.

Ms. Renalia Dubose, Assistant Superintendent for Administration, asked Purchasing to contact NEOLA to verify their willingness to extend the agreement for an additional year as provided in the original RFP. Mr. Richard Clapp, President/CEO of NEOLA, Inc. was contacted and has agreed to extend the terms and conditions of the original RFP (attached) for the 2012-2013 school year.

At this time it is my recommendation to extend the contract with NEOLA, for the period noted above. Should you have any questions, please feel free to contact Ms. Dubose or me at your earliest convenience.

KDG/mw  
Attachments

Date/Time: June 26, 2012 11:22:00



THE source for current, legally-compliant Board Policies, Administrative Guidelines, and correlated Forms in electronic or printed format.

**DATE:** June 20, 2012

**TO:** Renalia DuBose, Esq.

**FROM:** Richard N. Clapp, Ph.D.  
President/CEO

**CC:** Mike Woodall

**SUBJECT: NEOLA Services for 2012-2013**

Listed below are my projections for services that NEOLA would provide for the Pasco County Schools during the 2012-2013 school year. The cost estimates are based upon a premise that the terms of the original agreement are renewed for another year.

- **Finalize Procedures**  
up to 30 hours of consulting @ \$150.00 per hour \$4,500.00<sup>1</sup>
  - **Regular Update Service Subscription**  
2 Regular Updates @ \$2,500.00 each \$5,000.00<sup>2</sup>  
Special Updates published (included)
  - **Maintenance fee for electronic publishing of the District's policy website** \$ 750.00<sup>3</sup>
  - **Expenses for up to seven (7) onsite visits (5 related to procedures work + 2 for updates)**
    - a) up to ten (10) breakfasts @ \$5.00 each \$ 50.00
    - b) up to ten (10) lunches @ \$11.00 each \$ 110.00
    - c) mileage for up to seven (7) visits (100 miles per visit @ current IRS rate) \$ 388.50
- TOTAL ..... \$10,798.50**

<sup>1</sup>If Dr. Clapp accompanies Amanda Clapp to any meeting, there will be no charge for consulting for his time; the only time the District will be invoiced for his time will be if he is the only consultant providing service on a visit. The District will be invoiced for his expenses (i.e., meals) for each visit.

<sup>2</sup>The subscription for the update service includes up to six (6) hours of consultation per update. The District is invoiced for expenses related to each update visit.

<sup>3</sup>The charge set forth for the maintenance fee in the submission pursuant to RFP 08-016-AZ was \$1,000.00. That amount has been reduced by NEOLA for all Florida clients.



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If the District requests additional consulting services beyond that stipulated above, the consulting time and expenses will be invoiced at the charges established in Addendum B on page 17 of the License Agreement executed pursuant to RFP 08-016-AZ.