

Atlanta Public Schools

Buy Back Services Guide

Version 11.0



ATLANTA
PUBLIC
SCHOOLS

Office of Charter
+ Partner Schools

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From the Executive Director

The Office of Charter and Partner Schools is pleased to provide the district's 11th Annual Buy Back Services Guide for Charter and Partner schools. The Guide will provide a detailed description of services (with related specifications) offered to Charter and Partner schools, as well as any applicable costs. If needed, each service description has an identified contact should there be a need for information about the service offering.

This Guide works in tandem with the Buy Back Services Agreement and will be updated regularly to reflect changes in service offerings and/or associated costs, if applicable.

I hope you find this Guide useful and will take advantage of the many services offered.

Matt Underwood

Executive Director, Office of Charter and Partner Schools

How to Use This Guide

All service offerings include the following information: brief description, type of service offered, service availability, provider specifics, term qualifications (if applicable), access to and conditions for the provision of service, district contact(s), cost and payment information. Schools must submit annual service selections via the **Buy Back Services Order Form**, a Google form sent to schools via email.

Dispute Resolution:

Should either Atlanta Public Schools or a Charter/Partner School dispute any aspect of the provision of or payment for the goods, service and/or personnel provided to the Charter/Partner School, the parties agree to follow the tiered dispute resolution process defined in the Buy Back Services Agreement.

The Office of Charter and Partner Schools will work with both parties (Charter or Partner School and District Department) to reach a dispute resolution.

REMOVED SERVICES

#FM05: Maintenance & Repair – All in Model (*for Partner Schools in district buildings only*)

WAREHOUSE SERVICES

#WS01: Access to Surplus Furniture/Equipment

Description: Charter and Partner schools have access to surplus district furniture and/or equipment items on a first come, first served basis once published.

Type of Service: Goods and Service

Availability: FIFO (first in, first out), first come basis throughout the year, however, peak request times are during the summer months.

Provider/Contact Information: APS Warehouse Operations, James Carter, Logistics Services Manager, 404-802-3774 or jacarter@atlanta.k12.ga.us.

Conditions for Service: All requests for surplus items must be approved by the school administrator. Schools are to provide a signed copy of the Fixed Asset Form to APS Warehouse Operations and a copy must be sent to the Office of Charter and Partner Schools. (The Fixed Asset Form can be downloaded from the APS Warehouse website located here:

Commitment to service: Requesting schools must coordinate and schedule all confirmed orders to be picked up via an APS-approved carrier vendor. All issued APS items will be donated to the charter and partner schools upon district availability. Schools are accountable for all items released to their schools and must adhere to APS' Property Regulations and Procedures upon removal and/or disposal.

How will schools access the service? Service requests may be placed via email, with a signed LSS Fixed Asset Form, to one of the district contact(s) listed above in

Provider/Contact Information, via APS website: atlantapublicschools.us, or via phone (Warehouse Operations Office) to schedule an appointment.

How will schools verify the service has been performed? Warehouse Services will generate an APS Fixed Asset Form (**charter and partner schools**) for driver and school administrator signatures as proof of order and delivery. Schools must maintain a file record of signed Fixed Asset Forms for accountability purposes; form copies will be sent to the Office of Charter and Partner Schools.

District Contact: James Carter, Logistics Services Manager, 404-802-3774, jacarter@atlanta.k12.ga.us.

Cost: Charter and Partner schools must utilize an APS-approved carrier vendor and are responsible for all applicable costs to transport surplus items to the school.

#WS02: Furniture/Equipment Removal (schools in district buildings only)

Description: Charter and Partner schools in district buildings are responsible for the removal of surplus or damaged furniture and/or equipment.

Type of Service: N/A

Availability: Annually throughout the year.

Provider/Contact Information: APS Warehouse Operations, James Carter, Logistics Services Manager, 404-802-3774 or jacarter@atlanta.k12.ga.us.

Conditions for Service: Surplus furniture or equipment will no longer be required to be returned to APS surplus inventory or warehouse facility. Schools are to provide a signed copy of the APS Fixed Asset Form and Certificate of Disposal to APS Warehouse Operations.

Commitment to service: The requesting school is responsible for coordinating and scheduling for items to be picked up and removed from the school. All items must be recorded on the APS Fixed Asset Form prior to removal and a copy forwarded to APS Warehouse Operations and the Office of Charter and Partner Schools.

How will schools access the service? Schools will be solely responsible for the removal of identified items from the school. The requesting school administrator must submit a signed APS Fixed Asset Form identifying the items being removed, along with the Certificate of Disposal to the APS Warehouse Management Office for compliance.

How will schools verify the service has been performed?

Damaged items - once items have been identified for disposal, the school shall dispose of items and send a certificate of disposal to APS Warehouse Operations and the Office of Charter and Partner Schools for all discarded items. Schools must follow all local, state and federal guidelines applicable to the disposal of damaged items. Schools may not transport items in personal vehicles.

Removal of items – The school coordinates any removal of surplus items.

District Contact: James Carter, Logistics Services Manager, 404-802-3774, jacarter@atlanta.k12.ga.us.

Cost: Charter and Partner schools must utilize an APS-approved carrier service and are responsible for all applicable costs to remove items from school or to pay disposal fees (if applicable).

Payment: Direct payment to the vendor.

INFORMATION TECHNOLOGY

	#IT01 Infrastructure Consultative Services	#IT02 Equipment Services	#IT03 Onsite Technical Support	#IT04 Internet & Network Support	#IT05 XEROX Copier Services	#IT06 MDF/IDF Environmental Equipment & Services
Service Type	Personnel and Service	Goods and Service	Personnel and Service	Service	Goods and Service	Goods and Services
Service Provider	APS	Various Vendors	Covendis (DBA uWorks)	APS	XEROX	Various Vendors
Contract Terms	As Needed	Annual	Annual	Annual	36 Month Term	As Needed
Cost	\$75 p/hour	Contact vendor for quote	Bill rate varies \$27-\$32/hour	\$746.88 p/month	Varies by selection	MDF - \$2141.00 IDF - \$1852.00 Installation - \$75 p/hour
Payment	District Invoice	Direct to vendor	Direct to vendor	District Invoice and Direct to vendor	Direct to vendor	Direct to vendor for equipment and District invoice for services

IT01: IT Infrastructure Consultative Services

Description: Infrastructure subject matter experts (resources) from the district can be available on a consultative basis to assist with school infrastructure concerns, new installations and/or technology environment enhancement. Due to daily workloads and project commitments, no Service Level Agreement (SLA) can be confirmed prior to submission of a request for service.

Type of Service: Personnel and Service

Availability: Annually

Provider/Contact Information: Atlanta Public Schools

Conditions for Service: All service requests must be related to the services published in the Information Technology Infrastructure Consultative Service Catalog (services listed below).

Commitment to Service: School submission of a request for service (see below) is the commitment to engage the appropriate infrastructure team member(s). If service has not been provided within a timely manner, the school will need to escalate the concern to the district contact noted below.

How will schools access the service? Open a service request in NIMBUS <http://www.atlantapublicschools.us/support> or by calling 404-802-1000.

How will the school verify the service has been performed? A school representative will be able to see the progress of tickets in NIMBUS. Once the work has been completed, the customer will receive an email notification stating that the request has been addressed. The assigned technician will close the service request ticket.

District Contact: Sam Pointer 404-802-2107 or spointer@atlanta.k12.ga.us.

Cost: \$75.00 per hour – see services listed below.

Payment: Cost withheld from monthly allocation

IT Security & Network Services

- Managed Network Services
- Identity & Access Management
- Security & Vulnerability Management
- Monitoring & Incident Response

Telecommunication Services

- IP Telephony Services via Webex
- Provide telephony services including software phone, voice mail and call detail records.
- Additional phones to purchase:
 - CP-8851-K9 Cisco Phone 8851 (color display) \$348.00

- Cisco Desk Phone 9851 \$172.00
- Cisco Desk Phone 9861 \$235.00
- Cisco Desk Phone 9871 \$298.00
- Cisco Phone 8875 (Camera phone) \$830.00
- CP-8832 Cisco Conference Phone 8832 (color screen conference phone) \$1302.00
- Jabra Evolve 40 UC USB Headset \$157.00 p/headset

Desktop/Application

- Apple Support
 - Laptops
 - Desktops
 - Troubleshooting
 - Repair
- Software/Application
 - Packaging
 - Deployment
- Mobile Device Management (MDM)

Audio Visual Support

- Projectors
- Sound System (speaker / microphone / mixer)
- DJ Music Equipment

#IT02: Equipment Services

Description: This service provides charter and partner schools with the ability to purchase and deploy laptops, desktops, tablets etc. to school staff.

Type of Service: Goods and service

Availability: Annually

Provider/Contact Information:

Windows Devices - Prosys/BizXchange www.ithardware.apsk12.org

Roxanne Lawson (Account Manager)

Email: roxanne.lawson@prosysis.com

Phone: 678-268-9011

Chromebook Devices & Licenses - Prosys/BizXchange www.ithardware.apsk12.org

Roxanne Lawson (Account Manager)

Email: roxanne.lawson@prosysis.com

Phone: 678-268-9011

Apple Education

Derek Chater

Inside Account Executive

Apple Education.

Email: dchater@apple.com

Phone: 512-983-2947

Promethean, ProLogics ITS - <https://learn.prometheanworld.com>

Fred Bridges, Account Representative

Email: fred.bridges@prologicits.com

Phone: 404-316-4607

Boxlight (For middle & high schools) - <http://aps.boxlight.com/catalog>

Sharon Holton (Head of Strategic Initiatives)

Email: sharon.holton@genesiscollaboration.com

Phone: 770-331-4613

School Marquees -

Daktronics Sales: Christopher Lord

Email: christopher.lord@daktronics.com

Phone: 1-605-531-1993

Service and Support: 1-800-325-8766

Samsung Sales and Support: 1-800-726-7864 or 866-726-4249

Conditions for Service: Service is available as a vendor direct service to charter and partner schools. There will be an option to purchase devices with (or without) the APS image. **PLEASE NOTE** - the APS image will only work on devices configured to the

district's network. *If a school is utilizing the APS network, it is required that all purchased devices include the APS image.*

Commitment to Service:

- All schools on the APS network are required to order through the above vendors to receive the APS image.
- The following services are included with Windows and ChromeBook devices ordered from the above vendors – device delivery and set up, 3-year physical damage warranty, removal of obsolete equipment.
- Tablets and Chromebooks do not require the APS image but should be ordered through listed district vendors.
- Licensing will be required for all equipment ordered from a source other than the listed district vendors and must be purchased prior to equipment deployment for use.
- The following services are included with all interactive panels purchased through the listed vendor – device delivery and set up, 5-year warranty and one (1) board/panel de-install (cost of network port and power are not included in board/panel purchase).
- **PLEASE NOTE** – IT can only support equipment listed in the online Prosys Catalog; all other equipment will be considered unsupported technology.

How will schools access the service? Depending on the desired equipment to be purchased, schools should visit the appropriate vendor site or connect with the listed point of contact to place an order. Self-identify as a district charter or partner school when contacting vendors; request a quote with or without the APS image.

How will the school verify the service has been performed? Schools will receive goods as ordered.

District Contact: Robert Adu-Marfo, 404-802-2574,
robert.adumarfo@atlanta.k12.ga.us

Cost: There is a direct pass-through of costs to charter and partner schools. See the Prosys website, Prosys/BizXchange www.ithardware.apsk12.org for warranty information.

Payment: Direct payment to the vendor.

#IT03: Onsite Technical Support

1) Field Support Technician

Description: The Field Support Technician will be assigned to a school to provide desk side support and resolve technical issues at the school site.

Type of Service: Service and personnel

Availability: Annually

Provider/Contact Information: Covendis Vendor Management Solution/Jennifer Buch (877) 268-3634, x-4206

Conditions: Service is available as a vendor direct service however district onboarding is required for all new technicians. The district will support the initial candidate vetting process however, schools will have final interview and decision-making authority for technicians hired to support their school(s).

Commitment to service:

- A one-time charge of \$750 will be assessed for onboarding, which includes – three (3) days of training with a senior field support technician. Training includes, but is not limited to: HP Management, CISCO Meraki, wireless troubleshooting, Telecom, Daktronix/Marquee troubleshooting, VPN process and support, Boxlight and promethean Board troubleshooting, mobile cart service and repair, field support technician best practices and training with the network operation team.
- Monthly professional development training is provided for all field techs.
- School will issue a PO directly to Covendis (DBA uWorks) for field tech resource services purchased.

How will schools access the service? Open a service request ticket in IIQ, <http://www.atlantapublicschools.us/support> or by calling 404-802-1000.

How will the school verify the service has been performed? School tech will be deployed to provide school-based technical support according to a detailed scope of work.

District Contact: Robert Adu-Marfo, 404-802-2574, robert.adumarfo@atlanta.k12.ga.us

Costs:

- **Estimated Annual:** Direct pass-through costs based on a percentage utilization of the support technician's time. Billable hourly rates vary between \$27- \$32.
 - o 100% (\$56,160)** based on a \$27/hour bill rate or
 - o 50% (\$28,080)** based on a \$27/hour bill rate
- **Customized:** Onsite training for Support Technicians can be provided at IT consultancy rates (\$75/hour).

Payment: Direct payment to the vendor.

2) Onsite Support for Interactive Panel Maintenance

Description: Maintenance and repair support for interactive panels as well as Promethean boards is available as a vendor direct service to charter and partner schools.

Type of Service: Warranty, maintenance and personnel

Availability: Annually

Provider/Contact Information:

Promethean, ProLogics ITS - <https://learn.prometheanworld.com>

Fred Bridges, Account Representative

Email: fred.bridges@prologicits.com

Phone: 404-316-4607

Smart Panel, Solutionz - <https://www.solutionzinc.com/aps-contract>

Amy Erber, Account Executive, aeber@solutionzinc.com Phone: 678-730-5902

Heather Corbin, Sales Account Executive, hcorbin@solutionzinc.com Phone: 404-698-4010

Boxlight (For middle & high schools) - <http://aps.boxlight.com/catalog>

Sharon Holton (Head of Strategic Initiatives)

Email: sharon.holton@genesiscollaboration.com

Phone: 770-331-4613

Conditions: Service is available as a vendor direct service. Contract does not cover parts associated with any repairs; costs for parts will be paid by the school requesting service on an as-needed basis.

Commitment to service: N/A

How will schools access the service? Direct contact/scheduling with vendors.

How will the school verify the service has been performed? Direct contact/scheduling with vendors.

District Contact: Robert Adu-Marfo, 404-802-2574,
robert.adumarfo@atlanta.k12.ga.us

Cost: Cost will be based on school need and negotiated scope of services.

Payment: Direct payment to the vendor.

#IT04: Internet & Network Support

Description: Provides access to the district's contracted Internet provider for Internet, telephony and security monitoring support. When purchasing Internet/Network Support, additional conditions apply; schools must work with the listed APS contact to ensure all conditions are met.

Type of Service: Service

Availability: Annually

Provider/Contact Information: Atlanta Public Schools' Information Technology Department

Conditions for Service: Schools will be required to purchase an Edge device (school level switch). Restrictions will be based upon APS web content filters, network etc.

Commitment to Service:

- **In network:** Schools on the APS network receive a standard setup package.

- **Out of network:** Schools not on the APS network will receive limited support based on district review of network infrastructure in place.
- **Add-ins & new to district applications:** To support maintenance of a safe & secure network environment, all new add-in applications will require IT Change Control Board review and approval.

How will schools access the service? Service will be provided to all district network supported schools that opt in.

How will the school verify the service has been performed? Internet services will be activated at the school.

District Contact: Jared Smith, Director of IT Security & Network Services, 404-802-2115 or jaredsmith@atlanta.k12.ga.us

Cost: The monthly pass-through cost is based on contracted rates with the Internet Service Provider and E-Rate discounts. Once those are settled for they will be shared. Likely similar to the previous rate:

- **Monthly pass-through cost:** \$746.88 monthly rate includes 1000MB, shared internet cost and shared WAN circuit aggregated cost.
- **To make use of e-rate:**
 - Charter schools must do their own procurement from start to finish.
 - Partner schools can also do their own procurement, or to use e-rate through APS, partner schools may opt for the value of the e-rate discount to be withheld from their allocation up front and then use the WAN services like a standard school.

Payment: Cost withheld from monthly allocation

#IT05: Xerox Copier Services

Description: Monthly lease for copier units, maintenance service and supplies according to the unit selected – *options listed below.*

Type of Service: Goods and service

Availability: Annually according to contract terms

Provider/Contact Information: Xerox/Felecia Johnson, Service Delivery Manager, FELECIA.JOHNSON@xerox.com.

Conditions for Service: Monthly lease includes maintenance service on the machines and all services specified under costs listed below. Issues and/or needs must be escalated through Help Desk Support – 404-802-1000.

Commitment to Service: Schools must commit to the negotiated 36-month term. For schools in existing three-year lease cycles there are no equipment or price updates; however, any equipment change within the existing three-year cycle is subject to the new pricing listed below.

How will schools access the service? Schools will engage directly with vendors to discuss service needs.

How will the school verify the service has been performed? Schools will receive goods and services as ordered.

District Contact: Robert Adu-Marfo, 404-802-2574,
robert.adumarfo@atlanta.k12.ga.us

Cost: Pricing Fixed for 36-month Term **(costs are subject to change)**

AltaLink B8170MFP (Black & White) 36-Month Term - \$375.10 CONFIGURATION:

- Black and White (B&W) Multifunctional Device
- Print, Copy, Scan, Fax
- Speed: 72 pages per minute in B&W
- 4 Trays (4,600 Sheets) + 100 Sheet Bypass Tray
- Office Finisher –50 Sheet
- 3-Hole Punch
- Unlimited B&W Prints Monthly
- Consumable Supplies Included
- Voltage: 110-127 VAC +/-10%

ELECTRICAL REQUIREMENTS:

Frequency: 50/60 Hz +/-5%, 10 A

AltaLink C8170 MFP (Color) 36-Month Term - \$247.27

CONFIGURATION:

- Color Multifunctional Device

- Print, Copy, Scan, Fax
- Speed: 70 pages per minute in Black & White and 50 ppm Color
- 2 Trays (1,040 Sheets) + 1 Tandem (2,000 sheet A4/letter) + 100 Sheet Bypass Tray
- Office Finisher –50 Sheet
- 2/3 Hole Punch
- Unlimited B&W Prints Monthly/All Color Prints \$0.0496 Per
- Consumable Supplies Included

ELECTRICAL REQUIREMENTS:

Voltage: 110-127 VAC +/-10%
 Frequency: 50/60 Hz +/-3%, 15A

Payment: Direct payment to the vendor.

#IT06: MDF/IDF Environmental Services and Support

Description: Each MDF/IDF network closet contains valuable, critical components that must be protected from electrical spikes or sudden outages. Protection is provided by implementation of one or more Uninterruptible Power Supplies (UPS's), which provides emergency backup power for a short period of time to allow for power recovery. If power does not return, UPS's will shut down equipment gracefully. Data shows that the number one issue impacting network/communication services in schools are power outages. **NOTE: If UPS outages occur where the equipment must be replaced, APS technical staff will communicate to the school's technician or school personnel of the pending charge before replacing any defective equipment and restoring service. All related charges will be reflected on a future buyback services invoice.**

Type of Service: Goods and Services

Availability: Annually

Provider/Contact Information: Atlanta Public Schools' Performance and Information Technology Department

Conditions for Service: Components must be purchased as bundled packages; package details listed below. UPS requirements: MDF – 3000VA series and IDF – 1500VA series.

Commitment to Service: School submission of a request to purchase a UPS and obtain installation services is required to engage the appropriate infrastructure team member(s).

How will schools access the service? Complete and submit a service request in IIG <http://www.atlantapublicschools.us/support> or by calling 404-802-1000.

How will the school verify the service has been performed? An assigned technician will obtain a quote for new equipment on behalf of the school. When equipment has been purchased and arrives at the school, it will be installed, tested and monitored from the APS NOC. Upon completion of all services, technicians will close the service request ticket in the system and an invoice will be generated.

District Contact: Sam Pointer, 404-802-2107 or spointer@atlanta.k12.ga.us

Costs:

Installation services - \$75 per hour

MDF UPS Unit and Battery Package - \$3255.00

- o Endeavor 3000VA LCD online UPS w/SNMP
- o External Battery Pack for ED3000
- o Environmental Probe Module
- o 5-year Battery pack Extended Warranty

IDF UPS Unit and Battery Package - \$2688.00

- o Endeavor 1500VA LCD online UPS w/SNMP
- o External Battery Pack for ED1500
- o Environmental Probe Module
- o 5-year Battery pack Extended Warranty

Payment: Cost withheld from monthly allocation for invoice for installation services and for any equipment pulled from district inventory; direct payment to vendors for equipment purchases not fulfilled through district inventory.

INSTRUCTIONAL TECHNOLOGY

#INT01: Atlanta Virtual Academy – High School Students

Description: Beyond the school day virtual instruction taught by highly qualified teachers using NCAA approved content.

Type of Service: Service

Availability: Annually during the school year

Provider/Contact Information: APS Instructional Technology/Natosha Holley, 404-802-2784

Conditions for service: Courses offered for full-time and part-time options. Students can only register for one course per semester. Per NCAA guidelines, student athletes cannot participate in the Credit Recovery program.

Virtual programs offered:

- Credit Recovery
- Lesson/Unit Recovery
- SAT and ACT Test Prep
- Initial Credit

Refer to the Atlanta Virtual website for additional information at <https://shorturl.at/Su5kT>

Commitment to service: Students must be able to access and complete online courses through the Atlanta Virtual Academy Portal (AVA).

How will school access the service? School counselors must register students for Initial Credit and Credit Recovery courses. Teachers enroll students for Unit Recovery courses. AVA courses are accessible 24 hours a day via internet connected computers and/or mobile devices.

How will school verify the service has been performed? Ongoing communication with the Charter or Partner School Counselor or designee regarding the student's ability to work within the course guidelines and complete assignments within the semester timeline. Virtual Lab Facilitators have monitoring forms to chart individual student progress.

District Contact: Natosha Holley, 404-802-2784 NHolley@atlanta.k12.ga.us

Cost: Per Student - \$45 per credit recovery course; \$85 per initial credit course

Payment: Cost withheld from monthly allocation

#INT02: Atlanta Virtual Academy – 7th & 8th Grade Middle School Students

Description: Initial Credit courses are taught by highly qualified teachers using NCAA approved content. Middle school students have an opportunity to accelerate their learning and earn high school credits during their middle school experience. Contact the **District Contact** for course enrollment information.

Type of Service: Service

Availability: Annually during the school year

Provider/Contact Information: APS Instructional Technology/Natosha Holley,
404-802-2784

Conditions for service: School counselors will determine whether or not students are eligible. Middle school students are only eligible for part-time online courses.

Commitment to service: Students must be able to access and complete online courses through the Atlanta Virtual Academy Portal.

Virtual programs offered:

- Lesson/Unit Recovery
- Initial Credit

Refer to the Atlanta Virtual website for additional information at

<https://shorturl.at/Su5kT>.

How will school access the service? School counselors must register students for Initial Credit and Credit Recovery courses. Teachers enroll students for Unit Recovery courses. AVA courses are accessible 24 hours a day via internet connected computers and/or mobile devices.

How will school verify the service has been performed? Ongoing communication with the Charter or Partner School Counselor or designee regarding the student's ability to work within the course guidelines and complete assignments within the semester timeline. Virtual Lab Facilitators have monitoring forms to chart individual student progress.

District Contact: Natosha Holley, 404-802-2784 NHolley@atlanta.k12.ga.us

Cost: \$85 per course

Payment: Cost withheld from monthly allocation

#INT03: Automated Library Management System

Description: Destiny Library Manager is a complete library management system that can be accessed from anywhere, 24/7. Library resources are shared seamlessly to strengthen the home school connection as well as the instructional bond between the classroom and the library.

Type of Service: Service

Availability: Annually

Provider/Contact Information: Follett Corporation – Karen Montgomery, kmontgomery@folletlearning.com

Conditions for service: Destiny Library Manager is a cloud-based solution hosted by Follett and can be accessed from any device via a web browser. The only equipment required is a barcode scanner for circulation items.

Commitment to service: Commitment is on an annual basis with renewal's based on when new sites are added. Renewal dates can be prorated to align with the district's July 1st date in year two (2) as schools enter the annual maintenance phase.

How will schools access the service? Destiny is a cloud-based solution hosted by Follett and is easily accessed from any device via a web browser. Schools will engage directly with vendors to discuss service needs. New school sites will need to be identified as part of the district's partner program in order to be on APS hosted, installed and billed directly.

The annual fee includes software licensing, maintenance, toll-free telephone technical support, 24/7 customer Web Portal with searchable online knowledge base, unlimited email support, Follett Community (how-to's, training tools, and videos). Follett Technical Support can be reached by phone at 877-899-8550, Option 3 or online at techsupport@follett.com.

How will the school verify the service has been performed? Schools will have access to service and support as specified in the district's annual contract.

District Contact: Jennifer Saunders, Director of Library Media Services, 404-802-1529 or jsaunders@apsk12.org

Secondary District Contact: Lynair Miller, Coordinator of Library Media Services, 404-802-1565 or lyalston@apsk12.org

Costs:

- Destiny Cloud with Titlepeek (initial licensing subscription) - \$2,536.00 per site (includes Destiny Site Essentials Webinar training for up to 12 people - \$385)
- Annual renewal starts in year two (2) - \$1369.00 per site.

Pricing is subject to change at any time. If applicable promotional or small school pricing will be offered at the time of purchase.

Payment: Direct payment to vendor.

#INT04: Digital Assessment Strategies and Tools

Description: Training and support utilizing digital tools to facilitate formative and summative assessments.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information:

APS Integration Specialist (formerly Educational Technology Specialist) will be assigned

Conditions for service: Instructional support is provided by Integration Specialists. The Integration Specialist can provide support to schools in the use of digital assessment tools such as: Mastery Connect and other browser-based digital tools.

Commitment to service: Based on actual number of service hours purchased by the school, i.e. four (4) hours of support purchased—training will be customized to fit within the four hour time limit.

How will schools access the service? Send an email to Dr. Natasha Rachell (nbrachell@atlanta.k12.ga.us) specifying exactly what service is needed

and what the training service should include.

How will the school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the Integration Specialist Teacher Feedback Form.

District Contact: Natasha Rachell, 404-802- 2741 or nbrachell@atlanta.k12.ga.us

Secondary District Contact: Krynica Drake, 404-802-2466 or kdrake@apsk12.org

Cost: \$75 per hour

Payment: Cost withheld from monthly allocation

#INT05: Professional Learning Services

Description: These services facilitate the implementation and support of blended learning. **Type of Service:** Personnel

Availability: Annually

Provider/Contact Information: APS Integration Specialist (formerly Educational Technology Specialist) will be assigned

Conditions for service: Instructional support is provided by Integration Specialists: The Integration Specialist can provide support to schools by:

- Collaborating and planning with teachers
- Co-teaching standards based lessons with students in the room
- Providing tech tools training (devices)
- Observing technology lessons
- Working one-on-one with students

General Services: Professional learning opportunities that support the integration of technology into all facets of the curriculum and learning environment.

Interactive White-Board Series: We offer training sessions at the Novice, Intermediate, and Advanced levels.

Instructional Technology Best Practices: Provides teachers with the skills needed to effectively integrate technology into the classroom.

Implementing Blended Learning: This session will provide an overview of the models and best practices associated with blended learning.

Commitment to service: Based on the actual number of service hours purchased by the school, training will be customized to fit within the specified hour time limit.

How will schools access the service? Send an email to Dr. Natasha Rachell (nbrachell@atlanta.k12.ga.us) specifying exactly what service is needed and what the training service should include.

How will the school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the Integration Specialist Teacher Feedback Form.

District Contact: Natasha Rachell, 404-802-2741 or nbrachell@aprk12.org

Secondary District Contact: Krynica Drake, 404-802-2466 or kdrake@aprk12.org

Cost: \$75 per hour

Payment: Cost withheld from monthly allocation

#INT06: School Improvement Planning

Description: These services aid in the use of technology forecasting and planning needed to support instructional goals.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: APS Integration Specialist (formerly Educational Technology Specialist) will be assigned

Conditions for service: Instructional support is provided by Integration Specialists. The Integration Specialist can provide support to schools in technology planning, such as: Software purchasing (digital resources to support instruction).

Commitment to service: Based on actual number of service hours purchased by the

school, i.e. four (4) hours of support purchased–training will be customized to fit within the four hour time limit.

How will schools access the service? Send an email to Dr. Natasha Rachell (nbrachell@atlanta.k12.ga.us) specifying exactly what service is needed and what the training service should include.

How will the school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the Integration Specialist Teacher Feedback Form.

District Contact: Natasha Rachell, 404-802- 2741 or nbrachell@atlanta.k12.ga.us

Secondary District Contact: Krynica Drake, 404-802-2466 or kdrake@apsk12.org

Cost: \$75 per hour

Payment: Cost withheld from monthly allocation

#INT07: Tools/Resources (Semantic Web)

Description: Training and support in the utilization of various digital tools and resources to promote project based learning, collaboration, communication, critical thinking, and creativity in the classroom.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: APS Instructional Technology/Specialist will be assigned **Conditions for service:** APS Integration Specialists (formerly Educational Technology Specialist) will be assigned to support teachers and students in using digital resources, such as: Educational AI Tools (Magic School, Adobe Express, Canva, Brisk AI, Class Companion, Diffit).

Commitment to service: Based on actual number of service hours purchased by the school, i.e. four (4) hours of support purchased–training will be customized to fit within the four hour time limit.

How will school access the service? Send an email to Dr. Natasha Rachell (nbrachell@atlanta.k12.ga.us) specifying exactly what service is needed and what the training service should include.

How will school verify the service has been performed? Instructional Technology will distribute a Professional Learning evaluation survey upon completion of each professional learning session through the Integration Specialist Teacher Feedback Form.

District Contact: Natasha Rachell, 404-802- 2741 or nbrachell@atlanta.k12.ga.us

Secondary District Contact: Krynica Drake, 404-802-2466 or kdrake@apsk12.org

Cost: \$75 per hour

Payment: Cost withheld from monthly allocation

FACILITIES MAINTENANCE

#FM01: Athletic Fields

Description: Athletic field maintenance services are available to charter and partner schools through a district contractor as a vendor-direct service.

Availability: Annually

Type of Service: Service

Provider/Contact Information: APS approved contractor

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

Commitment to Service: According to service terms of the district negotiated contract.

How will schools access the service? Schools will work directly with district contractor(s) for site specific needs. Contact APS Athletics Office for information on contractor(s). (APS Officers are required for events.)

How will school verify the service has been performed? Completion of service based on scope of work.

District Contact: Rendell Jackson, 404-802-5575 or renjackson@atlanta.k12.ga.us.
404-802-5583

Cost: Rates are based on field size and condition.

Payment: Direct payment to vendor

#FM02: Janitorial/Custodial Services

Description: Janitorial services are available to charter and partner schools through several district contractors as vendor-direct services.

Availability: Annually

Type of Service: Service

Provider/Contact Information:

- **Pinnacle Maintenance** Services -Jimmy Clements 770-990-4205
- **American Facility Services (AFS)** - Harold Angel, 770-740-1613
- **Building Maintenance Services (BMS)** – Satabia Brown, 770-527-9724
- **ICS Janitorial** – Tony Kim, 770-294-2050
- **Pritchard Industries** – Juan Quammie, 470-423-1591
- **3H Janitorial** – Kristina Woo, 470-557-2636

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

Commitment to Service: Schools will be bound by service terms of the district negotiated contract.

How will school access the service? Schools will work directly with district contractor(s) for site specific needs.

How will school verify the service has been performed? Completion of service based on scope of work.

District Contact: Robert Palmer, 404-802-3738 or rcpalmer@atlanta.k12.ga.us

Cost: \$0.79 - \$1.50 per square feet

Payment: Direct payment to the vendor.

#FM03: Janitorial/Custodial Supplies

Description: Janitorial supplies are available to charter and partner schools through several district contractors as vendor-direct services.

Availability: Annually

Type of Service: Service

Provider/Contact Information:

- Buckeye Cleaning Center/Atlanta – Travis McLeod, 678-570-2406

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

How will schools access the service? Schools will work directly with district contractor(s) for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: David Cooper, 404-802-7551 or dacooper@atlanta.k12.ga.us

Cost: Material costs + 10% storage and administrative as needed per scope of work.

Payment: Direct payment to the vendor.

#FM04: Lawn Maintenance Services

Description: Lawn maintenance services are available to charter and partner schools through several district contractors as vendor-direct services.

Availability: Annually

Type of Service: Service

Provider/Contact Information:

- Sandy Springs Lawnsapes – Marlon Lloyd, 404-255-7000

Conditions for Service: Conditions would be based upon the capacity of the contractor to provide services and will be site specific.

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

How will schools access the service? Schools will work directly with district contractor(s) for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Omar Bailey, 404-802-3761 or obailey@atlanta.k12.ga.us

Cost: Costs will be site specific and not necessarily based on a cost per acre calculation. Costs range from \$300 to \$2,600 monthly based on site conditions and terrain.

Payment: Direct payment to the vendor.

#FM05: Pest Control

Description: Pest control services are available to charter schools through a district contractor as a vendor-direct service.

Availability: Annually

Type of Service: Service

Provider/Contact Information: Orkin Pest Control Services , Bruce Scott 404-316-2735

Commitment to Service: Schools will be bound by service terms of district negotiated contract.

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

How will schools access the service? Schools will work directly with district contractors for site specific needs.

How will the school verify the service has been performed? Completion of service based on scope of work.

District Contact: Brandee Brown, 404-802-3720 or Brandee.Brown@aspk12.org

Cost: Costs for services vary starting at \$147 and up per month - depending on the school. Services include one monthly site inspection and treatment as needed for the building and kitchen.

Payment: Direct payment to the vendor.

#FM06: Solid Waste & Recycling

Description: Waste disposal and recycling services and equipment are available to charter and partner schools through a district contractor as a vendor-direct service.

Availability: Annually

Type of Service: Service

Provider/Contact Information: Republic Services/Monica Mosely, Area Municipal Manager, 404-693-9230 (office) or 404-202-1536 (cell), moseley@republicservices.com

Commitment to Service: Schools will be bound by service terms of the district negotiated contract. The annual contract period is July 1st through June 30th; contract renewal may result in new pricing for services listed.

Conditions for Service: Conditions are based upon the capacity of the contractor to provide services and would be on a case-by-case basis.

How will school access the service? Schools will work directly with district contracted vendor(s) for site specific needs.

How will school verify the service has been performed? Completion of service based on scope of work.

District Contact: Brandee Brown, 404-802-3720 or Brandee.brown@apsk12.org

Costs:

		# of Pickups per Week				
A <u>Front End Trash</u>		1	2	3	4	5
Can Size						
8Yd		\$ 140.69	\$ 281.38	\$ 422.07	\$ 562.76	\$ 703.45
Delivery	\$ 81.66					
Extra Pickup	\$ 84.93					
B <u>Front End Recycling</u>		# of Pickups per Week				
Can Size		1	2	3	4	5
8Yd		\$ 201.41	\$ 402.82	\$ 604.23	\$ 805.64	\$ 1,007.05
6 Yd		\$ 151.05	\$ 302.10	\$ 453.15	\$ 604.20	\$ 755.25
Delivery	\$ 81.66					
Extra Pickup	\$ 84.93					
C <u>Rolloff Hauls</u>						
		Price by Location as a flat rate haul, contact us if needed.				

Payment: Direct payment to the vendor.

NUTRITION

#NU01: Nutrition

Description: The Department of School Nutrition ensures healthy meals by providing optimal nutrition services that support academic success.

Availability: Annually from July – June

Type of Service: Service

Provider/Contact Information: Atlanta Public Schools

Commitment to Service: Schools must sign an annual contract.

Conditions for Service: Schools that wish to operate their nutrition program through APS must agree to allow APS to have full control of the program, to include APS nutrition employees operating the program, operate with APS menus, etc. Schools designated as a Community Eligibility Provision (CEP) site will receive free student breakfasts, lunches and afterschool meals (snack and supper). Schools designated as Federal Eligibility Application (FEA) (non-CEP) are required to disseminate, collect and submit household income applications to APS for determination of the student's free or reduced-price meal eligibility. All school meal debt incurred by students enrolled at charter or partner schools must be paid by the last day of the school year. **NOTE: APS will require amendment of charter or partner school food service contract to place the responsibility for resolving this debt on the charter or partner school. The district will not renew charter or partner school food service contracts that do not provide for settlement of student meal debt by the charter or partner school.**

APS Nutrition administrative employees and APS Nutrition-approved vendors require kitchen access for the following: food service operations, required audits, equipment repairs and deliveries. Equipment repair and replacement services are contracted by the Nutrition Department. **Programs operating in APS facilities will have APS nutrition equipment in them. This equipment will be maintained by APS at our expense. Charter/Partner schools operating in their own facility must provide their own equipment and pay for their maintenance costs. Utilities and pest control services are the responsibility of the charter or partner school.**

How will school access the service? Contact the Department of School Nutrition at <http://www.atlantapublicschoolsnutrition.us> or 404-802-2540.

How will school verify the service has been performed? Daily food service will be provided according to the established meal and/or snack plan for the school.

District Contact: Eric Bankhead, 404-802-5880 or eric.bankhead@apsk12.org

Cost: Contract fee. If necessary, any costs pertaining to infrastructure repairs resulting from plumbing and/or electrical services, waste removal or permitting will be the school's responsibility.

Payment: Food service revenue collected goes directly to APS as the Federal School Food Authority agent.

SAFETY AND SECURITY

#SS01: CPR/AED Training

Description: This program provides CPR/AED American Heart Association Certification training for teachers and school staff.

Availability: Annually

Type of Service: Service

Provider Information: Atlanta Technical College, Contact: Dolores Elfe, 404-225-4406

Conditions for Participation: This is a three (3) hour course for participants who have never taken the CPR-AED course, need to renew their certification or their certification has expired.

How will schools access the service? Schools will work directly with district contractor for site specific needs.

District Contacts: Lt. Melvin Hill, 404-802-2024 or mehill@atlanta.k12.ga.us

Cost: The course cost is \$45 per participant (includes cost for certification card).

Payment: Money order or cashier's check payable to Atlanta Area Technical College.

#SS02: Emergency Management (for schools with assigned APS police officers only)

Description: Emergency Management (EM) will provide training, technical assistance and incident response support aligned with the latest best practices for a variety of school safety and emergency management issues. EM personnel will conduct site surveys of educational facilities; assist with the evaluation of school emergency drills and exercises and serve as an incident responder supporting the Atlanta Public Schools Police Department, local emergency management authorities and other public safety officials as needed.

Availability: Annually

Type of Service: Service

Provider Information: Atlanta Public Schools Office of Safety and Security.

Commitment to Service: No commitment to service is required.

Conditions for Service: Emergency Management personnel will be able to assist with the review/evaluation of and offer guidance on emergency operations plans; personnel will not be responsible for writing or creating the plans. EM personnel will be able to assist a school's team with the planning/evaluation of and offer guidance on EM exercises; personnel will not be responsible for acting as a standalone entity with the exercise.

How will school access the service? Requests for service should be sent to district contacts via email or by phone.

How will school verify the service has been performed? Confirmation of service completion through email or via a service report.

District Contact: Keith Sumas, Emergency Management Coordinator, 404-802-2022 or keith.sumas@atlanta.k12.ga.us.

Secondary District Contact: Ronald Applin, Chief of Police, 404-802-2177 or ronald.applin@atlanta.k12.ga.us.

Cost: \$75 per hour; one hour minimum is required.

Payment: Cost withheld from monthly allocation

#SS03: Crossing Guards

Description: Crossing Guards promote pedestrian safety while overseeing the crossing of students at designated crosswalks. They are highly trained in creating traffic gaps, monitoring for unsafe behaviors, and reporting hazardous pedestrian road conditions. Crossing Guards also instruct students on the importance of being vigilantly aware of vehicular traffic and obeying pedestrian laws and traffic signals.

Availability: Annually

Type of Service: Personnel

Provider/Contact Information: Lt. Richard Beck, 470-633-6297 or richard.beckl@atlanta.k12.ga.us .

Secondary District Contact: Officer Melvin Hill, 404-802-2024 or mehill@atlanta.k12.ga.us .

Conditions for Service: Changes in annual salary or hourly rates due to step increases, cost of living adjustments or hourly rate increases will be passed through to Charter and Partner schools. Upon receipt of a service request, a location assessment will be conducted to determine the appropriate coverage and timing needs in order to appropriately place a Crossing Guards. A minimum of two (2) hours is required for each shift.

Commitment to Service: A ten (10) day advance notification of the need to discontinue service is required.

How will schools access the service? School Safety Monitor coverage must be requested annually via the **Buy Back Services Order Form**. If outside of the annual Buy Back Services request process, a two-week advance notification is required to request new School Safety Monitor coverage.

How will the school verify the service has been performed? Assigned hours are tracked and monitored through daily reporting via UKG system (employee timekeeping system) and a weekly time sheet. A school administrator must authorize weekly time sheets and send them to Erin Graham, 404-802-2033 or ergraham@atlanta.k12.ga.us.

District Contact: Lt. Richard Beck, 470-633-6297 or richard.beckl@atlanta.k12.ga.us .

Cost: \$19 per hour: Adjusted hourly rate reflects an increased hourly cost imposed on the department.

Payment: Cost withheld from monthly allocation

#SS04: School Police

Description: The placement of School Police Officers is managed through the district's Office of Safety and Security. School Resource Officers (SROs) are professionally trained law enforcement officers whose mission is to improve school safety and the educational climate at the school.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: APS, Office of Safety and Security/Captain Timya Robinson, 404-802-2141 or Timya.robinson@apsk12.org

Commitment to Service: A request for full time School Resource Officer service requires a 5-year commitment aligned with the life of the Charter or Partner School Agreement.

Conditions for Service: Changes in annual salary or hourly rates due to step increases, cost of living adjustments or hourly rate increases will be passed through to Charter and Partner schools. Schools will be responsible for all overtime costs if officers are asked to provide coverage beyond their assigned hours. Officers for traffic detail will be assigned based on school request and resource availability.

School-based requirements for School Police commitments can be accessed here: [Provisions for School Resource Officers.pdf](#).

How will schools access the service? SRO commitments for full time coverage and/or traffic detail must be requested via the annual **Buy Back Services Order Form** (Google form). Part time officer coverage for school-based sporting and special events must be requested a minimum of two (2) weeks in advance of need via **School Dude** – link here: <https://www.atlantapublicschools.us/Page/55880>

How will schools verify the service has been performed? School verification of time worked is required for all officer services. Assigned hours are tracked and monitored through daily reporting via UKG (employee timekeeping system) and a weekly time sheet. A school administrator must authorize weekly time sheets prior to submission to the Office of Safety and Security.

District Contact: Angel Armstrong, angel.armstrong@atlanta.k12.ga.us or 404-802-2021

Costs:

- Full-Time SRO –
 - ~\$125,000 (annual salary w/benefits).
 - Annual salaries, benefits and/or cost of living increases imposed on the department are passed through to the charter or partner schools requesting service.
- Hourly –
 - \$70.00 per hour for SROs to provide traffic detail or part-time security coverage for school-based events.
 - Adjusted hourly rate reflects increased hourly costs imposed on the department.

Payment: Cost withheld from monthly allocation for full-time SRO and hourly services

#SS05: Security Systems and Equipment

Description: Charter and partner schools can procure security systems and equipment, such as for keyless access (Lenel Door Badge System), CCTV (cameras), intercom, fire, and burglar alarm systems through district approved contractors.

Type of Service: Service and goods

Availability: Annually

Provider/Contact Information: State Contract Vendors

Integrated Security and Surveillance

- **Smart Choice Technologies** – Mr. Kelvin Reid – Business Development, 404-519-6107 Direct, kreid@hiresmartchoice.com or www.hiresmartchoice.com
- **Southern Computer Warehouse (Risk Response Team, Inc.)** – Mr. Vernon Ryle – Head of Sales, 678-346-0493, Vernonr@rrttech.com or www.RRTTech.com

- **A3 Communications, Inc.** – Carlos Calhoun, 404-382-9490, x-5108 (office), 678-315-6143 (mobile), ccalhoun@a3communications.com
- **Adapt to Solve (aka Minuteman Security)**– Mr. Michael Black, VP of Sales, 706-594-6018, Mblack@adapttosolve.com
- **DG Investments Intermediate Holdings, Inc. (Convergent Technologies LLC)** – Paul Franco, 404-643-9113, paul.franco@convergent.com
- **NetPlanner** - Erik Hall, Account Manager, 678-221-3309 (office) 678-463-1131 (mobile), erikhall@netplanner.com
- **MC Dean** – Hiram Guzman, 678-350-1876, Hiram.Guzman@MCDEAN.COM

Intercom Services

- **South Western Communications, Inc. (SWC)** – Blake Schindler, 404-787-5420, blake.schindler@swc.net

Conditions: Service is available as a vendor direct service for charter and partner schools.

Commitment to service: Completion of service based on scope of work.

How will school access the service? Schools will engage directly with vendors(s) to discuss service needs.

How will school verify the service has been performed? Completion of service based on scope of work.

District Contact: Ralph Velez, 404-802-3544 or ralph.velez@atlanta.k12.ga.us .

Cost: Costs vary by contractor and will depend on the scope of services requested.

Payment: Direct payment to the vendor.

#SS06: Armed and Unarmed Security Guards

Description: Placement of unarmed security guards is a vendor direct service. Charter and partner schools can leverage state negotiated rates and terms for unarmed guard service from the vendor listed below.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: State Contract Vendor

- **Universal Protection Service LLC d/b/a Allied Universal Security Services** – Bill Oppenheimer, 404-898-1622 (office), 404-849-3789 (mobile), bill.oppenheimer@aus.com

*Schools can contract with local law enforcement agencies for security services, Atlanta Police Department or Fulton County Sheriff's.

Commitment to Service: A ten (10) day advance notification of the need to discontinue service is required.

Conditions for Service: Schools will engage directly with the vendor to discuss service needs. An immediate need for unarmed security guard services will be invoiced at an overtime rate (see below for cost specifications). **Schools are responsible for processing invoices by the due date. Delinquent payments will forfeit the ability to leverage the district's negotiated rates and/or vendor services.**

How will schools access the service? Service must be requested a minimum of two (2) weeks in advance of need by contacting the vendor directly.

How will schools verify the service has been performed? Appropriate school administrator must authorize time sheets provided by the vendor.

District Contact: Lieutenant Melvin Hill, mehill@atlanta.k12.ga.us or 404-802-2024

Costs: Costs vary by contractor and will depend on the scope of services requested.

Schools are responsible for processing invoices by the due date. Delinquent payments will forfeit the ability to leverage the district's negotiated rates and/or vendor services.

TRANSPORTATION

#TR01: Supplemental Bus Service

Description: District-provided bus service may be available to charter and partner schools for special events, GHSA sanctioned sporting events and/or field trips based on resource availability. Schools will request service via TripTracker, a web-based trip management system accessible from most browsers.

High Schools Only - Transportation will not provide return services for Phase I dual enrollment students attending Atlanta Technical College/Atlanta Metro College. Return services will have to be provided via MARTA cards or third-party transportation services through an approved vendor.

Type of Service: Service

Availability: Week two (2) August through week two (2) May; Monday –Friday, 9:30 AM – 1:00 PM and 5:30 PM – 8:00 PM. **Mandatory return time for school day trips:** All school day trips must return to the school by 12:30 PM. Saturday and holiday field trips are allowed during the school year date range noted above. No Sunday trips will be provided.

Update - Due to concurrent DOT and DOE bus inspections, the only trips to be facilitated during the month of March 2023 are:

- Community Based Instruction (CBI)
- Community Based Vocational Training (CBVT)
- Pre-K students on modified day.
- Dept. of Special Education students on modified day.
- Dual Enrollment students.
- Plus 2 additional trips per day, per cluster.
- A trip shall be defined as one or more buses serving a single school and destination.
- Includes APS, Charter and Partner schools.

Provider/Contact Information: Atlanta Public Schools/Michael Henley, michael.henley@apsk12.org, or 404-802-5545

Commitment to Service: Schools may request service as needed but must have alternate methods of transporting students if bus service is not available through the district.

Conditions for Service: Bus services are not provided for club sport activities. All trips must be requested in TripTracker at least 30 days in advance of the actual trip date. Trip requests must be accompanied by a tentative roster of students who are expected to ride; roster shall include first/last name of student, grade level and phone number. Service is limited to resource availability. APS Transportation has the right to reject destination requests due to distance. APS buses are not authorized to travel out of the state of Georgia. Additional procedures are provided for schools to review and abide by when requesting supplemental bus service. The **Transportation Department's Trip Request Procedures** can be obtained from Chad Valde-Cabrera (chad.veldecabrera@atlanta.k12.ga.us) in the Office of Charter and Partner Schools. **Mandatory return time for school day trips: All school day trips must return to the school by 12:30 p.m.**

How will schools access the service? Trips must be requested via the TripTracker online system. Schools will designate a trip requester and approver, who must participate in required training. User credentials will be assigned to designated requesters and approvers. Annual notification of the school's requester and approval path contacts must be provided to the Office of Charter and Partner Schools. Failure to provide this information may result in delayed system access.

How will the school verify the service has been performed? TripTracker will generate invoices for completed trips. Invoices will be emailed to the school's Business/Operations Manager on record, **OR** to the accounts payable address provided.

District Contact: Transportation Scheduler Mattie Divers or Assistant Scheduler Ara Vaughn at Transport@atlanta.k12.ga.us

Costs:

- Actual trip costs will vary based on mileage.
- \$3/mile and \$36/hour per bus including deadhead.
- Charter/Partner schools are responsible for any fee-based parking accommodations for the assigned bus.
- Buses to accommodate students with disabilities are costs that the charter and partner school is responsible for.
- The school must supply a bus monitor for any student requiring orthopedic device assistance such as a wheelchair.

Payment: Cost withheld from monthly allocation

#TR02: Bus Inspection

Description: Bus inspection service is available through a district contractor.

Type of Service: Service

Availability: Monday through Friday, after 5:00 PM at the Metropolitan Bus Compound

Commitment to Service: No commitment to service is required, however monthly inspection reports are to be sent to the district's Transportation Office.

Conditions for Service: Service is based upon resource availability.

How will school access the service? Schools will engage directly with vendor to discuss service needs.

How will school verify the service has been performed? Completion of service based on negotiated scope.

District Contact:-Taurus Sanders, 404-802-3772 or taurus.sanders@atlanta.k12.ga.us

Cost: \$65.00 per inspection

Payment: Cost withheld from monthly allocation

#TR03: Drug and Alcohol Testing

Description: OTETA (Omnibus Transportation Testing Act of 1991) requires annual drug and alcohol testing for CDL operators.

Type of Service: Service

Availability: Annually

Provider/Contact Information: Caduceus Occupational Medicine/Nadia Liberal, 404-761-1263

Commitment to Service: No commitment to service is required.

Conditions for Service: Schools with bus operator staff or contracting with external companies must ensure that all operators have met annual compliance requirements.

How will school access the service? Schools will engage directly with the vendor to discuss service needs.

How will school verify the service has been performed? Testing sheets will be provided.

District Contact: Candace Phillips, 404-802-5528 or candace.phillips@atlanta.k12.ga.us

Costs: Breathalyzer Test (Breath Alcohol) – Check with vendor
Panel 5 Drug Test (Urine Drug Screen) – Check with vendor

Payment: Direct payment to vendor.

#TR04: School Bus Monitor Training (for field trips)

Description: Charter and partner schools must provide a school-based bus monitor for all field trips, Special Olympics and/or adaptive sport activities that require a school bus with a wheelchair lift. This training provides an overview of the more in-depth training required for professional bus monitors.

Type of Service: Service

Availability: Annually

Provider/Contact Information: APS Transportation Department

Commitment to Service: N/A

Conditions for Service: Classes are offered on an intermittent basis and will not exceed a maximum two-hour time frame for participants.

How will school access the service? Contact the district point person noted below.

How will school verify the service has been performed? Participants will have successfully met all course requirements.

District Contact: Candace Phillips, 404-802-5528 or candace.phillips@atlanta.k12.ga.us

Cost: \$50.00 per participant.

Payment: Cost withheld from monthly allocation

#TR05: School Bus Driver Safety Program/CDL Instruction

Description: The Federal Motor Carrier Safety Administration (FMCSA) requires that all school or commercial bus operators have a GA commercial driver's license (CDL). A CDL course will prepare potential operators for the required Department of Driver Services CDL exams. Certified district instructors will facilitate all training sessions.

Type of Service: Service

Availability: Annually

Provider/Contact Information: APS Transportation Department

Commitment to Service: N/A

Conditions for Service: Classes are offered on an intermittent basis. Course participants must complete the full 20 hours course, have a **valid, regular Class C** Georgia driver's license, have an acceptable motor vehicle record, have passed a DOE physical and have a CDL permit.

How will school access the service? Contact the district point person noted below.

How will school verify the service has been performed? Participants will have successfully met all course requirements and will be issued the appropriate certification.

District Contact: Candace Phillips, 404-802-5528 or candace.phillips@atlanta.k12.ga.us

Cost: \$450.00 per participant.

Payment: Cost withheld from monthly allocation

STUDENT ASSIGNMENT

#SA01: Move Update Service

Description: Move Update Letters are generated by running all student addresses for a particular school through the United States postal service which then reports all move updates that have occurred for the corresponding addresses within the past 24 months. This service helps to maintain updated student address files and better manage issues related to outdated addresses.

Type of Service: Service

Availability: Service can be requested at any time however batch letters are generated every other month.

Provider/Contact Information: APS Office of Student Assignment & Records

Conditions for Service: The processing time to complete a service request is 48-72 hours. Each service request will result in an all-school generation of Move Update letters. Schools must send letters home immediately upon receipt. Schools must also ensure that all address updates provided by parents are promptly updated in Infinite Campus.

Commitment to Service: Service requests can be submitted at any time however batch letters are generated every other month.

How will school access the service? Schools can request service by contacting Student Assignment & Records staff via email – refer to contact information listed below.

How will school verify the service has been performed? School will have verification that service has been performed upon receipt of emailed Move Update letters.

District Contact: Adrian Rucker, Lead Residency Officer, 404-802-2266 or adrian.rucker@apsk12.org

Secondary District Contact: Cory Edwards, Director, Student Assignment & Records, 404-802-2232 or ceedwards@psk12.org

Cost: Flat rate - \$100 per batch of letters generated. The service fee includes an access subscription fee for using the U.S. Postal Service certified software, as well as the time/labor spent merging letters from the database. Each service request will result in an all-school generation of Move Update letters.

Payment: Cost withheld from monthly allocation

STUDENT PROGRAMS AND SERVICES

#SPS01: Nursing

Description: School-based services that provide for the day-to-day medical needs of students and staff. Nurses must manage and submit monthly reports and audits. RNs support all 504/IEP meetings.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information:

- **AYA Healthcare:** Morgan Burel (858-605-1987 office), morgan.burel@ayahealthcare.com And Alexis Timiko (858-299-0478 ext. 14202), Alexis.Timko@ayahealthcare.com
- **Delta T-Group:** Amanda Mueller (678-733-9125; cell: 610-888-2525), amueller@deltatg.com
- **Humanus:** Tom Gradowski (484-674-7562; cell: 678-636-2252), tgradowski@humanus.com/
And Kat Faiola, kfaiola@humanus.com
- **Maxim Health Care:** Kelly Broderick (470-275-8405; cell 269-449-1202) kebroder@maximstaffing.com
- **Precision Healthcare:** Jay Ramos (404-536-1825; cell 404-333-4881), info@precisionhcs.org
- **Supplemental Healthcare:** Karlee Burns (937-815-1502 office; 1-877-453-5915) kburns@shccares.com

Commitment to Service: The annual contract period is through the end of May; all nurses are also off during student holidays.

Conditions for Service: School size, student needs and number of clinic visits will impact the actual hours needed per school. One full time nurse can serve 2-3 schools dependent upon grade level and medical acuity.

How will school access the service? Schools will engage directly with vendors to discuss service needs.

How will school verify the service has been performed? Principal or principal designee verifies the provision of service(s) and a signed nurse's timesheet is submitted to the contracted provider of service.

District Contact: Cheryl Freeman, RN, 404-802-1677 or Cheryl.freeman@atlanta.k12.ga.us; Dr. Valencia Beckley Hildreth, (404) 802-2674 or valencia.hildreth@atlanta.12.ga.us

Cost: Cost will be based on school need and negotiated scope of services.

Payment: Direct payment to vendor.

#SPS02: Social Work

Description: School social workers are master level professionals who help remove barriers that prevent students from thriving in school and life. Support and services offered by school social workers include, but are not limited to, psychosocial assessments, identification and referrals for suicidal ideation, truancy prevention, mental health/well-being and child welfare support, court involvement, and removal of barriers to education due to homelessness.

Type of Service: Personnel

Availability: Annually

Provider/Contact Information: Social Work p.r.n./Jeanne Williams, MSW – Atlanta Coordinator, (770)934-6222(office), (770)934-5001 (fax), jeanne@socialworkprn.com

Delta-T Group/Amanda Mueller, 2870 Peachtree Road, Suite 185, Atlanta, GA 30305

Phone: 678-733-9125 | Fax: 470-300-7684, amueller@deltatg.com

Commitment to Service: Schools are not required to contract for a specified period of time. All social workers follow the school schedule for staff holiday breaks.

Conditions for Service: School size and student needs will impact the actual hours needed per school. One full time social worker can serve 2-3 schools dependent upon grade level.

How will school access the service? Schools will engage directly with vendor to discuss service needs.

How will school verify the service has been performed? Completion of service based on defined scope of work.

District Contact: Jacquelyn Anthony, Director, Social Work Services- (404) 802-2247, jacquelyn.anthony@atlanta.k12.ga.us

Cost: Cost will be based on school need and negotiated scope of services.

Payment: Direct payment to the vendor.

TEACHING AND LEARNING

#TL01: Social Emotional Learning (SEL) Training (school-based only)

Description: Site-based SEL training will be provided upon request for charter or partner school staff.

Type of Service: Personnel and Service

Availability: Annually

Provider/Contact Information: Atlanta Public Schools/Lindsay Wyczalkowski. 404 802-2684

Conditions for Service: A minimum number of participants and/or training hours are required – details listed below. These training options apply only to site-based training requested for school staff. Charter and partner school staff always have the option to attend any district level training at no cost.

Commitment to Service: Schools must sign an agreement that details the specific training, the number of participants, and any special request such as location.

How will the school access the service? The assigned SEL department trainer will work with the school to secure dates, time, and location of training.

How will the school verify the service has been performed? Participants are required to complete a sign in log and survey. Each participant will receive a certificate of completion and the school will receive a copy of the sign-in and survey data.

District Contact: Atlanta Public Schools Lindsay Wyczalkowski. 404-802-2684 or lwyczalkowski@atlanta.k2.ga.us

Costs:

- Adult SEL/Academic Integration/Explicit SEL Curriculum Training/Restorative Practices
 - \$300 per hour plus \$100 training materials cost
 - Minimum of two (1) hour required
 - Cost range - \$300 up to \$1800 for a full day training session

Payment: Cost withheld from monthly allocation

#TL02: Gifted Assessment Portal Access

Description: The Office of Gifted and Talented Education in Atlanta Public Schools has developed a gifted assessment portal which manages multiple aspects of the gifted identification process. Student demographic information is exported from Infinite Campus into the portal. Student assessment data is exported from the various assessment portals (NWEA MAP Growth, Pearson NNAT, Riverside CogAt, etc.) into the assessment portal. By using student numbers, the portal tracks and manages student progress toward gifted eligibility. When the data cycle is completed, student eligibility data is imported to the Gifted Eligibility Module (GEM) in Infinite Campus where the parent letter and official Gifted Eligibility Report are generated. This import automatically generates the gifted flag if the student is eligible and updates program participation for student record.

The Office of Gifted and Talented Education in Atlanta Public Schools, through the procurement vendor approval process, has partnered with vendors who have built, manage, and provide technical support for the gifted assessment portal.

Type of Service: Access to a digital product

Availability: Annually

Provider/Contact Information: Atlanta Public Schools Office of Gifted and Talented Education/Dr. Cadence Spearman, Coordinator of Gifted and Talented Education cadence.spearman@apsk12.org 404-802-7585.

Conditions for Service: Agreement to align with the APS established assessment criteria and timeline. Payment for portal access. Schools are accountable for all aspects of portal usage; import and export of student data; all communication points to school staff and parents regarding student gifted identification.

Commitment to Service: Requesting schools must coordinate with the vendor on technical aspects of portal usage.

How will the school access the service? Via web link. Within the portal, each school will have their own private compartment where only their data/student information will be visible.

How will the school verify the service has been performed? Schools will receive access and support as requested.

District Contact: Atlanta Public Schools Office of Gifted and Talented Education/Dr. Cadence Spearman, Coordinator of Gifted and Talented Education
cadence.spearman@apsk12.org 404-802-7585.

Costs:

- A one time \$500 setup fee
- \$2 x the number of unidentified students

Payment: APS will invoice the schools, and the schools will pay the vendor through My School Bucks.