



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. Kimberly Ptak  
Dr. R.J. Gravel

**Date:** Monday, May 21, 2018

**Re:** Discussion/Action: Approval of Cohort Furniture Purchase

**Recommendation**

It is recommended that the Board of Education approve a purchase in the amount of \$174,262.44 from Forward Space for the classroom furniture and vertical space used to furnish eight classrooms during the testing phase of the Learning Space initiative.

**Background**

As part of the Learning Space initiative led by Dr. Williamson and Mr. Bretag, on-site professional development was procured at a cost of \$1,000 per educator (24 total educators). Included in this price, Forward Space and Steelcase partnered to provide on-site professional development as well as to furnish eight classrooms (four per building) with prototype furniture to aid in the overall professional development and assessment process. This arrangement allowed the testing phase to proceed without an upfront capital purchase and also provided administration the opportunity to work with teachers and students to fine tune the classroom prototypes and exchange pieces of furniture as needed based upon classroom feedback.

The testing phase has proved successful and the various assessment tools show a positive impact on teaching and learning. As a result, it is the desire of the district and school leadership teams to purchase the equipment used during the pilot.

The purchase of furniture would typically involve a public bidding process, in accordance with Illinois School Code (105 ILCS 5/10-20.21). However, because this is previously-owned, used furniture, a bid is not required as it will not render a fair comparison of prices (e.g. each vendor would need to have the exact amount and type of used furniture in the desired condition). In working with Forward Space, the current owner of the furniture, they have presented an offer to the District to purchase the used furniture in the amount of \$174,262.44. This total amount reflects a \$24,000 credit for the professional development costs that have already been paid by the District, as well as an overall 11% discount when compared to previous Steelcase furniture purchases made by the District over the last several years. The purchase will be funded using available budget resources that were originally approved by the Board of Education as part of the Instructional Innovation budget for FY2017-18.