

January 12, 2018

Shawn Williams
Records Access Officer
City of Boston
1 City Hall Square
Room 615
Boston, Ma 02201
Via email: Shawn.Williams@Boston.Gov

RE: Public Records Request - Invitation to Bid #998

Dear Records Access Officer Williams:

I am writing on behalf of Quality Education for Every Student, a grassroots organization of Boston Public School parents, to request public records, preferably in electronic format, regarding the procurement of contracted services for an equity analysis of the Boston Public Schools Home Based Assignment Plan.

This request pertains to the Invitation to Bid #998 as advertised in the fall of 2017. We understand that the award has been made. Therefore, we are seeking all records regarding this procurement, with the exception of the advertised Invitation to Bid #998 which we obtained from the BPS Business Manager, including but not limited to copies of the competitive bids submitted in response to Invitation to Bid #998; bidder questions and answers; the evaluation criteria for each level of review; the evaluation of the bids by each and every reviewer and at each level of review; the selection of the successful bidder and all approvals by officials of the Boston Public Schools and the City; the signed contract and any amendments, modifications and/or clarifications with respect to the specifications, scope of services, items deemed necessary or desired by the contractor to provide services, deliverables, timetable for deliverables, budget budget, subcontracts, etc.

We request that all fees be waived in the public interest. Quality Education for Every Student (QUEST) is a volunteer organization. QUEST members participated in the community engagement process that led to the City's adoption of the home based assignment plan with the requirement that there be an annual equity analysis of the plan. QUEST has no commercial interest in the records requested. QUEST is not incorporated, does not receive grants, and has no bank account.

In the event that you decide not to waive fees, please provide us with a detailed, itemized, written, good faith estimate for the cost of complying, including the hourly rate and the number of hours required for each portion of the task, in advance of fulfilling these requests. To minimize costs, if responsive records would offer identical or redundant information to other records to be provided in response to these requests, please note this in your response.

We look forward to receiving your response to these requests within ten (10) business days, as required by the Public Records Act. If you have any questions or wish to clarify any request, please do not hesitate to contact me.

Sincerely,
Peggy Wiesenberg
Access to Justice Fellow
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617-763-6689

cc:

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