

**Recommendation for Additional Spending Authority  
16-037N – Travel Agency and Tour Operation Services  
September 18, 2018 Board Agenda**

**CONTINUATION OF SUMMARY EXPLANATION AND BACKGROUND**

This Bid provides schools and departments a list of authorized vendors that have been pre-screened to plan long distance in state and out of state field trips for students. It is also used for teacher recruitment travel, grant-funded field trips and required Teacher Directed Improvement Funds (TDIF)

This procurement is structured to allow for additional vendors to be added to the list each year during the course of the procurement.

On October 20, 2015, the original spending authority was \$350,000.

On December 20, 2016, an additional spending authority was approved by SBBC for \$650,000 bringing the total spending authority to \$1,000,000.

On January 17, 2018, an additional spending authority was approved by SBBC for \$485,000 bringing the new total spending authority to \$1,485,000.

Additional spending authority of \$220,000 is being requested today to fulfill the travel needs of the District for the remaining five (5) months of the contract. New total contract value will be \$1,705,000.