

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority 16-037N – Travel Agency and Tour Operation Services

This request is to approve the recommendation for additional spending authority of \$220,000 for Request for Proposal 16-037N – Travel Agency and Tour Operation Services.

The School Board of Broward County, Florida, approved the award of Request for Proposal (RFP) 16-037N – Travel Agency and Tour Operation Services on October 20, 2015. The purpose of this RFP was to select the qualified vendors to organize educational travel packages, including, airfare, charter buses, and hotel accommodations, for educational, athletic, and/or recreational purposes.

Since the original request, there has been an increased demand on the spending of this contract. This Bid is used for teacher recruitment travel, grant funded field trips, and required Teacher Directed Improvement Funds (TDIF).

The spending breakdown by location for the top twenty (25) locations is shown below on Table #1:

TABLE #1

Ordering Location	Distinct Count of Purch.Doc.	Sum of Total Spend
Coaching/Induction	31	\$147,772.10
Career, Technical & Adult Education	49	\$108,199.27
Teacher Learning	10	\$104,688.93
Innovative Program	61	\$103,249.35
Head Start/Early Intervention Services	87	\$93,557.46
South Broward High School	13	\$76,182.27
Talent Acquisition (I)	4	\$66,138.97
Secondary Learning	17	\$63,980.71
ESOL	35	\$57,624.33
Diversity, Prevention & Intervention	22	\$56,898.30
West Broward High School	6	\$54,770.00
Dillard High School	13	\$53,197.57
Innovative Learning	7	\$43,360.63
Professional Development Standards & Support	11	\$36,364.59
Legislative Affairs	3	\$32,836.00
Rock Island Elementary	1	\$30,000.00
Crystal Lake Middle	6	\$27,486.00
Davie Professional Development	6	\$26,321.93
Applied Learning	2	\$22,362.39
Fort Lauderdale High School	9	\$17,321.41
Student Support Initiative	4	\$16,281.00
Service Quality	6	\$15,253.93
Leadership Development	7	\$13,103.08
Western High School	7	\$12,675.99
Pompano Beach Middle	3	\$12,200.00

The total spending breakdown by Schools and Centers versus Administration is demonstrated on Table #2:

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TABLE #2

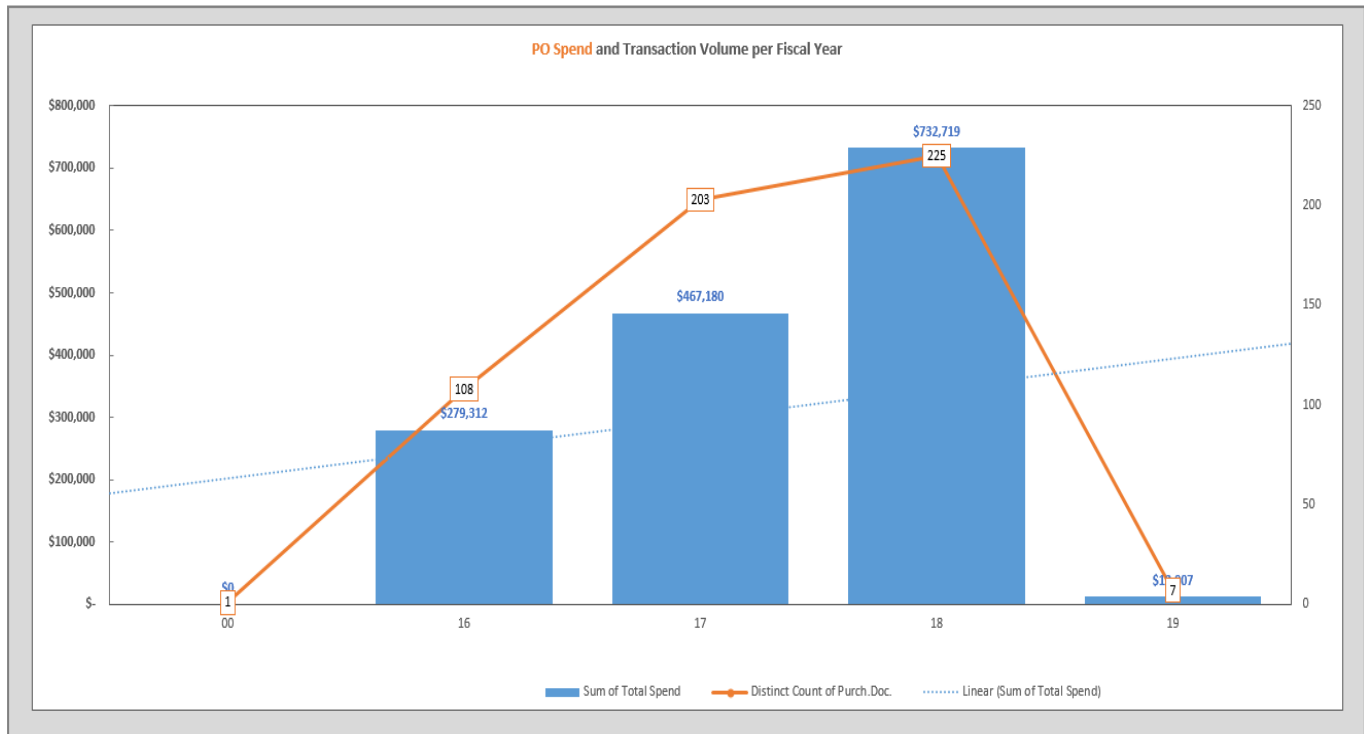
Schools and Centers	\$ 431,888	29%
Administration	\$ 1,059,330	71%

The original contract award amount was \$350,000 for three (3) years from October 21, 2015 through December 31, 2018. On December 20, 2016, SBBC approved the additional spending authority of \$650,000 in order to meet the needs of the District for the remaining twenty five (25) months of the contract, bringing the total award amount to \$1,000,000. On January 17, 2018, SBBC approved a second additional spending authority of \$485,000 in order to meet the needs of the District for the remaining twelve (12) months, bringing the new total award amount to \$1,485,000.

Spending of Funds: General \$606,691 (forty-one (41) percent of the spending)
 Grant \$884,527 (fifty-nine (59) percent of the spending)

The breakdown of PO spending over time is demonstrated below, being 2018 the highest in the contract life (Table #3), and being May the highest of 2018 (Table #4) where it covered attendance to Debates and Conferences (such as IB, FSFOA, NAF), plus other travels.

**TABLE #3
 PO SPENDING OVER TIME**



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TABLE #4

FY & Month	Sum of Total Spend
FY18 01 (Jul)	\$ 15,784.37
FY18 02 (Aug)	\$ 37,993.77
FY18 03 (Sep)	\$ 24,646.37
FY18 04 (Oct)	\$ 18,473.09
FY18 05 (Nov)	\$ 37,240.54
FY18 06 (Dec)	\$ 46,052.44
FY18 07 (Jan)	\$ 82,794.00
FY18 08 (Feb)	\$ 76,513.18
FY18 09 (Mar)	\$ 80,604.16
FY18 10 (Apr)	\$ 70,246.68
FY18 11 (May)	\$ 205,423.74
FY18 12 (Jun)	\$ 36,946.39
Grand Total	\$ 732,718.73

Financial Impact

The request for additional spend authority of \$220,000 is derived from the new monthly spending of approximately \$43,859, with five (5) more months into the contract. The Procurement & Warehousing Services Department recommends an increase of \$220,000; thereby, allowing the schools to continue scheduling travel arrangements with the approved travel agencies and tour operators for the remaining of the contract.

Spending Authority Analysis

Current Approved Spending Authority	\$1,485,000
Current Spend	\$1,491,218 **
Remaining Spend Authority	-\$6,218
Average Monthly Spend	\$43,859
Estimated Five (5) Months of Spend	\$219,295
Total Additional Spending Authority Request (Rounded)	\$220,000

** Of this amount, \$884,527 is from Grants, representing fifty nine (59) percent of the total spend.

This financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount. The funding sourcing will come from various locations' operating budgets and Grants.

New total spending authority will be **\$1,705,000**.