

## EXECUTIVE SUMMARY

### Recommendation to Approve First Renewal and Additional Spending Authority 17-040B – Diplomas, Certificates of Completion, and Diploma Covers

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#### Introduction

##### Responsible: Procurement & Warehousing (PWS)

This request is to approve the First Renewal and Additional Spending Authority for Invitation to Bid (ITB) 17-040B – Diplomas, Certificates of Completion, and Diploma Covers. The ITB was administratively approved by the Superintendent through a Post Board Memo\* on November 10, 2016, for two (2) years starting January 1, 2017 through December 31, 2019, with a renewal option for two (2) additional one (1) year periods, with an approved spending authority of \$182,000. Herff Jones, Inc. is the awarded vendor. This Bid is being renewed for an additional year, expiring on December 31, 2020.

The additional spending authority being requested is \$65,000.

#### Goods/Services Description

##### Responsible: School Counseling & BRACE Advisement

The purpose of this Bid is to provide printed Diplomas and Certificates of Completion to various high schools and educational centers within Broward County, Florida. The vendor will provide Diplomas and/or Certificates of Completion upon notification from schools and centers with required student information.

#### Procurement Method

##### Responsible: PWS

The ITB ran from August 26, 2016 through September 14, 2016. There were sixty-two (62) vendors notified, thirteen (13) downloaded the ITB, and two (2) proposals were received before bid opening.

#### Financial Impact

##### Responsible: PWS and School Counseling & BRACE Advisement

The requested additional spending authority for the one (1) year renewal will be \$65,000, as demonstrated below:

Historical average monthly expenditures	\$	5,360
Number of months remaining on the current contract		<u>2</u>
Estimated expenditure for two (2) months remaining in current contract (A)	\$	10,720
Plus (+)		
Historical average monthly expenditures	\$	5,360
Number of months for renewal period		<u>12</u>
Projected expenditures for renewal (B)	\$	64,320
Total projected expenditures (A + B)	\$	75,040
Minus (-)		
Current unused authorized spending	\$	<u>10,471</u>
Total estimated additional spending authority	\$	64,569
<b>Total requested additional spending authority (rounded)</b>	<b>\$</b>	<b><u>65,000</u></b>

Funding for this Bid will come from existing approved school/center operating budgets.

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**Financial Impact Table:**

Action	Date	Term (years)	Amount
Original spending authority request	11/10/2016	2	\$ 182,000
1 <sup>st</sup> renewal + additional spending authority	11/6/2019	1	\$ 65,000
<b>New total contract amount</b>		<b>3</b>	<b>\$ 247,000</b>

Upon approval of this item, the new total spending authority is \$247,000. The financial impact represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

\* Post Board Memo: In accordance with Purchasing Policy 3320, Part II, Rules (P), (S), “the Superintendent is authorized to purchase commodities or contractual services where the total amount does not exceed \$500,000 and does not exceed the applicable appropriation in the District’s budget” and “if the requested spending authorization for purchases from contracts or exemptions described herein is less than \$500,000, then the Superintendent is authorized to make purchases from the contract without prior School Board approval.