



# AGENDA REQUEST FORM

## THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

<b>MEETING DATE</b>	2019-11-06 10:05 - School Board Operational Meeting
<b>AGENDA ITEM</b>	ITEMS
<b>CATEGORY</b>	EE. OFFICE OF STRATEGY & OPERATIONS
<b>DEPARTMENT</b>	Procurement & Warehousing Services

<b>Special Order Request</b>	
<input type="radio"/> Yes	<input checked="" type="radio"/> No
<b>Time</b>	
<b>Open Agenda</b>	
<input checked="" type="radio"/> Yes	<input type="radio"/> No

**ITEM No.:**  
EE-16.

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

**REQUESTED ACTION:**  
Approve the first renewal and additional spending authority for the above Invitation to Bid (ITB). Contract Term: January 1, 2017 through December 31, 2020, 3 Years; User Department: School Counseling & BRACE Advisement; Additional Requested Amount: \$65,000; Awarded Amount: \$182,000; New Award Amount: \$247,000; Awarded Vendor(s): Herff Jones, Inc.; Small/Minority/Women Business Enterprise Vendor(s): None.

**SUMMARY EXPLANATION AND BACKGROUND:**  
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. A copy of the bid documents are available online at:  
[http://www.broward.k12.fl.us/supply/agenda/ITB\\_17-040B\\_PrintedDiplomasandCertificatesofCompletion.pdf](http://www.broward.k12.fl.us/supply/agenda/ITB_17-040B_PrintedDiplomasandCertificatesofCompletion.pdf)

**SCHOOL BOARD GOALS:**  
 **Goal 1: High Quality Instruction**  
 **Goal 2: Safe & Supportive Environment**  
 **Goal 3: Effective Communication**

**FINANCIAL IMPACT:**  
The estimated financial impact to the District will be \$65,000. The contract award amount was \$182,000. The request is to increase the spending authority by \$65,000 bringing the new contract value to \$247,000. The funding source will come from existing approved school/center operating budgets. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.

**EXHIBITS: (List)**  
(1) Executive Summary (2) Financial Analysis Worksheet (3) Original Executed Documents (4) Renewal Letter (5) Survey

**BOARD ACTION:**  
  
(For Official School Board Records Office Only)

SOURCE OF ADDITIONAL INFORMATION:	
Name: Ralph A. Aiello	Phone: 754-321-1675
Name: Mary C. Coker	Phone: 754-321-0501

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA**  
**Senior Leader & Title**

Maurice L. Woods - Chief Strategy & Operations Officer

Signature  
  
Electronic Signature

Approved In Open Board Meeting On: \_\_\_\_\_

By: \_\_\_\_\_  
School Board Chair