

EXECUTIVE SUMMARY

Recommendation for Additional Spending Authority FY20-016 – Audiovisual Equipment Installation, Products & Computer Peripherals (Catalog)

Introduction

Responsible: Procurement & Warehousing Services (PWS) and Financial Management (FM)

This request is to approve the recommendation for \$5,200,000 additional spending authority for Invitation to Bid (ITB) FY20-016 – Audiovisual Equipment Installation, Products & Computer Peripherals (Catalog), and to request additional \$1,033,866 funding from the unallocated capital reserve to make the first capital equipment lease payment in the Fiscal Year (FY) 2021.

The ITB contract term is for three (3) years starting January 1, 2020 through December 31, 2022, with an option for two (2) additional one (1) year renewal periods. The School Board approved ITB FY20-016 on December 10, 2019, as item EE-17 with \$8,200,000 spending authority and additional vendors as item E-3 on July 21, 2020.

The additional spending authority requested is \$5,200,000 and replenishes the amount used against the Bid for the classroom cameras initiative.

Goods/Services Description

Responsible: Information Technology (IT)

This Bid allows schools and departments to have the ability to purchase audiovisual equipment and supplies that are used throughout the District to support teaching and learning. Examples of the type of audiovisual equipment that will be purchased with this Bid include projectors, interactive boards, televisions, sound systems, digital classroom equipment and includes the installation (if needed) of this equipment.

In an effort to enable and sustain the return of the students to the schools through a synchronous eLearning model, during the COVID-19 crisis, the District must source items identified as Information Technology (IT) commodities. This includes camera equipment (as described below), related software, and/or other services in an effort to enable efficiencies during the established “synchronous eLearning model” period. IT determined that this Bid addresses all needs.

Procurement Method

Responsible: PWS

The solicitation ran from February 26, 2020 through March 4, 2020. There were seven hundred five (705) vendors notified, forty-two (42) vendors downloaded the ITB, and twenty-five (25) bids were received before bid opening. This Bid contains two (2) groups. Group 1 is the installation services, and Group 2 is audiovisual products and computer peripherals. The Bid shall be awarded by group to all responsive and responsible bidders, meeting all specifications, terms, and conditions.

The Affirmative Procurement Initiatives recommended by the Supplier Diversity and Outreach Program for this Bid for Group 1 is a mandatory Small Business Enterprise (S/M/WBE) Subcontracting Goal of eight (8) percent, and Group 2 is voluntary S/M/WBE Distributorship Development Program.

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Financial Impact
Responsible: PWS, IT, and FM

The additional financial impact to the District is \$5,200,000 (rounded) as shown below. Procurement & Warehousing Services sought pricing from multiple vendors and a purchase order was issued to the lowest-priced vendor under the Emergency Memo, resulting in cost savings of around \$811,000 to the District. Additionally, after dealing directly with the manufacturer other services are being provided to the District on a free-of-charge basis.

Price Breakdown:

Product Description	Quantity	Unit Price	Extended
Poly Studio Collaboration Kit	6000	\$ 684	\$ 4,100,280
Poly 3-year Extended Service	6000	\$ 180	\$ 1,080,300
Poly PDMS (Device Management Software)	1	\$ -	\$ -
Poly Project Management Professional Services (1-day)	8	\$ -	\$ -
Poly Professional Services (1-day)	2	\$ -	\$ -
Shipping & Handling	1	\$ 13,633	\$ 13,633
Total			\$ 5,194,213

Financial Impact Table:

Action	Date	Term (years)	Amount
Original award + Spending authority	12/10/2019	3	\$ 8,200,000
Additional spending authority	10/6/2020		\$ 5,200,000
New Total Contract Amount		3	\$ 13,400,000

Financial Management is recommending a new \$5.2 million capital equipment lease for this IT equipment purchase. This will require School Board approval of an estimated \$1,033,866 from the unallocated capital reserve for a lease payment to be made during FY2021. This will be the first of eight (8) total lease payments occurring from FY2021 into FY2025. Actual lease payments and terms will be determined when the lease is funded. Staff will also be investigating other opportunities for reimbursement of this purchase.

The approval of this recommendation does not mean the authorized amount will be spent.