



MEETING OF: August 13, 2013

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TITLE: Consideration of Increasing the Purchase Order Issued to PROACT Search on April 9, 2013

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ITEM #: 19

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Information:

Study:

Action: X

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PURPOSE:

To consider increasing the Purchase Order issued to PROACT Search on April 9, 2013, by \$5,207.13.

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DESCRIPTION AND JUSTIFICATION:

On April 9, 2013, the Governing Board approved a contract not to exceed \$30,000 with PROACT Search to provide Superintendent Search services in accordance with their Proposal for Services dated April 3, 2013. Costs outlined in the proposal were \$23,000 for search services, with estimates of \$1500-\$4000 for advertising and \$2000-\$4000 for consultant/candidate travel. (see page 22 of the PROACT proposal attached).

To date, invoices totaling \$27,540.46 submitted against Purchase Order No. 28969-O have been paid to PROACT. The balance left on the Purchase Order is \$2,459.54.

On July 17 the invoice for the final one-third installment of search services was received in the amount of \$7,666.67. This exceeds the amount of the Purchase Order by \$5,207.13.

PROACT has explained that the extra cost resulted from higher costs for advertising and consultant/candidate travel expenses than were estimated in their proposal.

Payment for the invoice will require increasing the Purchase Order by \$5,207.13. It will also require submitting an After-The-Fact explanation to the Purchasing Department in accordance with audit requirements.

The Legal Department has reviewed this matter and recommends payment of the final invoice for services.

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BOARD POLICY CONSIDERATIONS:

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LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

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Legal Advisor Signature (if applicable)

## BUDGET CONSIDERATIONS:

X \_\_\_\_\_ District Budget  
 \_\_\_\_\_ State/Federal Funds  
 \_\_\_\_\_ Other \_\_\_\_\_

Budget Cost      Budget Code  
 \$5,207.13      001 10023105001 6311

Budget Certification (for use by Office of  
 Financial Services only):

Date

I certify that funds for this expenditure in the amount of \$ are  
 available and may be:

Authorized from current year budget

Authorized with School Board approval

Code:    Fund:

## INITIATOR(S):

Mary Alice Wallace, Director of Staff Services to the  
 Governing Board

08-05-13

Name

Title

Date

## DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

## ATTACHMENTS:

**Click to download**

 [PROACT Search Proposal Submitted April 3, 2013](#)

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM  
 CONTINUATION SHEET