

# TUCSON UNIFIED SCHOOL DISTRICT

## PURCHASING DEPARTMENT

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### MEMORANDUM

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**DATE:** October 1, 2018

**TO:** Kevin Startt  
Director of Purchasing

**FROM:** Diana Kerfoot,  
Purchasing Manager

**Subject:** Executive Summary - Request for Quote No. 19-40-23  
Governing Board Software

**Dept:** Technology Services

**Proposal Due Date:** September 11, 2018

**Date Issued:** August 30, 2018

**No. of Proposals Received:** Two (2)

#### BACKGROUND

RFQ 19-40-23 was assigned to this quote process and three (3) vendors were contacted to provide quotes for their Governing Board software products and services. The estimated spend for replacing the Governing Board Software over the total five (5) year period falls within the written quote threshold, of more than \$50,000 but less than \$100,000. Governing Board Policy DJ-R. requires only a written quote process for this procurement.

#### EVALUATION

Upon receipt of responses from vendors, a review was performed by the TS project lead and this team.

The District received two (2) proposals: BoardDocs  
Granicus (aka NovusAgenda)

Prior to releasing the proposals to the committee, I conducted an initial review of the proposals to ensure that all requested information had been submitted.

Vendor presentations were held on Wednesday, September 26, 2018. Following the presentations, a committee of evaluators from TS, the Governing Board Office, the Superintendent's Office, Legal, Finance, etc., individually scored and then discussed the presentations, features of each vendor's software systems, etc.

A formal recommendation letter has been submitted by TS Project Lead, Paul Marcek and CTO, Blaine Young.

#### AWARD RECOMMENDATION:

Contract award is recommended to the following firm for the indicated Governing Board Software:

***BoardDocs***

I attest that the evaluation process was conducted in compliance with Governing Board Policies DJ, Purchasing Procedures, and DJ-R, Purchasing Procedures Regulation.

*Diana Kerfoot*

Diana Kerfoot, Purchasing Manager

*Kevin Startt*

Kevin Startt, Director of Purchasing  
(concurrence)