



TUCSON UNIFIED SCHOOL DISTRICT

MEETING October 16, 2018
OF:

TITLE: Approval of Award for Request for Quotes (RFQ) 19-40-23 Governing Board Management Software

ITEM #: 10

Information:

Study: X

Action: X

PURPOSE:

It is the intention of the Tucson Unified School District to obtain approval from the Governing Board to replace the existing Governing Board software. The District intends to award to the vendor who offers the software solution that is determined to be in the best interest of the District, starting upon award through 06/30/2019, with four (4) possible annual renewals, for a total contract period not to exceed five (5) years, ending June 30, 2023.

DESCRIPTION AND JUSTIFICATION:

RFQ 19-40-23 was assigned to the quote process and three (3) vendors were contacted to provide quotes for their Governing Board software products and services. Technology Services lead this process and, along with a team of evaluators from other TUSD departments (Governing Board Office, Superintendent's Office, Legal, Finance, etc.), held product demonstrations. 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.

An award recommendation letter was received from the project lead with recommendation to award to:

BoardDocs

An Executive Summary, along with the project lead's Written Recommendation Letter, is attached for your review.

Blaine Young, Chief Technology Officer, will be present to answer questions regarding the existing Governing Board software and the need to find a replacement solution.

Kevin Startt, Director of Purchasing, will be present to answer questions regarding the written quote process.

BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policies DJ, Purchasing Procedures, and DJ-R, Purchasing Procedures Regulations.

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:

 Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

X _____ District Budget
 _____ State/Federal Funds
 _____ Other _____
Budget Cost Budget Code
 \$19.5K year 1, 610.100.2310.6737.5001.00000.5001
 \$18.5K per years
 2-5; total \$93.5K

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

Date 10/1/18
 I certify that funds for this expenditure in the amount of \$\$19.5k are available and may be:
 X Authorized from current year budget
 X Authorized with School Board approval
 Code: Fund:

INITIATOR(S):

Diana Kerfoot, Purchasing Manager	10/01/18
Name	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

ATTACHMENTS:
Click to download
Executive Summary RFQ 19-40-23
Quote
19-40-23 - Department Recommendation

TUCSON UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM
 CONTINUATION SHEET

