Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: August 8, 2022

1. **SEESAW LEARNING** **SOLE SOURCE**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per policy 3304, it is reported payments will be made to SeeSaw Learning (San Francisco, CA) in the amount not to exceed $33,000.00 for availability of Seesaw from Pre-K to grade 2 through 2023. The license term is July 1, 2022 through June 30, 2023.

Explanation: **Master Control**

Tabulation:
SeeSaw Learning **$33,000.00 SS**

Funding Year and Funding: 2022-2023 Federal Funds

Reason for Purchase: This communication tool for teachers to collaborate lesson plans throughout the District necessary due to the increase of virtual and remote learning environments.

2. **DISCOVERY EDUCATION SUPPORT – ANNUAL - CORRECTION** **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per policy 3304, it is reported payment will be made to Discovery Education (Silver Springs, MD), in the amount not to exceed $511,000.00, adding $336,000.00 to the original $175,000.00 request on May 23rd, 2022. This is for hosting, support and maintenance for three years. The contract term is July 1, 2022 through June 30, 2025.

Explanation: **Master Control**

Tabulation:

Discovery Education	$175,000.00
ADDITIONAL FUNDS	**$336,000.00 MC**
Total	$511,000.00

Funding Year and Funding: 2022-2023 Capital Outlay/Supplemental General Fund

Reason for Purchase: This streaming service allows additional digital textbooks and online material for teachers to use throughout the District.

3. **DISPENSER & VEEDER – ROOT SWAP** **SOLE SOURCE**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended to purchase from Hoidale (Wichita, KS) Dispenser & Veeder – Root Swap in the amount not to exceed $40,000.00.

Explanation: **Sole Source**

Tabulation:
Hoidale **$40,000.00 SS**

Funding Year and Funding: 2022-2023 Capital Outlay

Reason for Purchase: These systems supply gasoline and diesel for all District owned vehicles and equipment. The equipment was installed back in the late 70's and equipment has become obsolete. These systems have failed many times over the last year.

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Terms Legend

Low Bid (LB) – The lowest bid received and one that meets all requirements of the bid.

Low Bid Meeting Specification (LBMS) – Not the lowest priced bid but the lowest bid that meets all requirements of the bid.

Only Bid (OB) – The only bid received in the bid process.

Responsible Proposal (RP) – The proposal deemed by the proposal evaluation committee to have provided the best solution to the stated objectives of the proposal. While pricing is always considered in evaluation, it is rarely the primary selection tool.

Master Control (MC) – Per BOE Policy 3304, Purchase Orders of $20,000 or more that are issued to set aside funds for extended periods of time for payment of such items as utility bills, postage, software maintenance agreements and lease agreements which are necessary and continuing operational expenses that can be secured from an only source provider.

Multiple Sources (MS) – Where it has been determined that multiple sources are necessary to facilitate procurement services in order to minimize expenditures and perform the absolute best services required by the District.

Inter-Agency Cooperative Purchase (IACP) – Contracts issued, awarded and meeting the requirements set forth in Kansas Statute 72-1151 for cooperative purchasing. These contracts are such as but not limited to, contracts by state agencies, federal, national or other state contracts facilitated by a federal or local governmental entity or agency.

Sole Source *(SS)* - A situation created due to the inability to obtain competition. This may result because only one vendor or supplier possesses the unique ability or capability to meet the particular requirements of the solicitation. The purchasing authority may require a justification from the requesting user explaining why this is the only source for the requirement.

State Use *(SU)* ***Statute KSA 75-3317 – 3322 and amendments thereto: Same; purchase of products or services by state or school district***
Unified school districts must purchase products on the list certified by the State's director of purchases from qualified vendors when those products meet the specifications identified by the unified school district.

Bid Exempt *(BE)* **–** KSA 72-1151 provides for exemptions from the solicitation of competitive bids and/or proposals.

It should be noted that industry standards dictate that volume shipments of certain products will be shipped plus or minus 15% from the quantity ordered to complete case or pallet. When additional products are shipped it will be billed at the per each bid price. This additional quantity is not returned to the Board for Review.

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Summary

Description of products/services	Amount	Responsible Party
1. SeeSaw Learning	$33,000.00	Rob Dickson
2. Discovery Education Support – Additional Funds	$336,000.00	Rob Dickson
3. Dispenser and Veeder – Root Swap	$40,000.00	Luke Newman

It should be noted that industry standards dictate that volume shipments of certain products will be shipped plus or minus 15% from the quantity ordered to complete case or pallet. When additional products are shipped it will be billed at the per each bid price. This additional quantity is not returned to the Board for Review.