Request for Purchasing Approval
Supplies $20,000.00 and above
In accordance with BOE Policy 3304
Date: December 11, 2023

1. MOVIE LICENSING SERVICES - ANNUAL **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per BOE policy 3304, it is reported payment will be made to Motion Picture Licensing Corporation MPLC (Los Angeles, CA), in an amount not to exceed $25,000.00, for a 1-year license which fulfills the copyright compliance obligation for movies shown from our sole-source studios. The contract term is January 1, 2024, through December 31, 2024.

Explanation: **Master Control**

Tabulation:
MPLC **$25,000.00 MC**

Funding Year and Funding: 2023-2024 Capital Outlay/Supplemental General Fund

Reason for Purchase: This license covers planned showings such as movie events, fundraisers, and unplanned movies shown districtwide during inclement weather, aftercare, student rewards, holiday parties, etc.

2. MY LEARNING PLAN MAINTENANCE & SUPPORT - ANNUAL **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per BOE Policy 3304, it is reported payment will be made to Frontline Technologies Group, LLC (Exton, PA), in the additional amount of $1,500.00, for annual support and maintenance of My Learning Plan Software. This brings the total request to, $102,500.00, for Professional Learning management unlimited usage from 1/1/24-12/31/24.

Explanation: **Master Control**

Tabulation:

Frontline Technologies Group, LLC	$101,000.00 (BOE approved 5/8/23)
Additional Funds:	**$ 1,500.00 MC**
TOTAL FUNDS:	$102,500.00

Funding Year and Funding: 2023-2024 Capital Outlay/Supplemental General

Reason for Purchase: This software is used by district users for class registration as well as tracking class credits for multiple learning applications.

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3. PUBLIC SECTOR TREASURY SOFTWARE **MASTER CONTROL**
Responsible party as indicated in the summary: Rob Dickson

Recommendation:
Per BOE Policy 3304, it is reported payment will be made to Emphasys Computer Solutions Inc. (Philadelphia, PA) not to exceed $22,000 for the Sympro software and districtwide copyright compliance with Emphasys Computer Solutions for efficient treasury operations.

Explanation: **Master Control**

Tabulation:
Emphasys Computer Solutions Inc. **$22,000.00 BE**

Funding Year and Funding: 2023-2024 Capital Outlay Funds

Reason for Purchase: Continuing the use of SymPro software is not only a strategic decision for efficient treasury operations but also ensures our adherence to the Board of Education Policy P3415 regarding the Investment of Idle Funds. This renewal signifies our ongoing dedication to maintaining the highest standards of financial stewardship, supporting our mission to empower and inspire future leaders by ensuring the prudent management of the district's financial resources.

4. LAWN MAINTENANCE **BID EXEMPT**
Responsible party as indicated in the summary: Luke Newman

Recommendation:
It is recommended Commercial Lawn Management of Wichita Inc (Sedgwick, KS) be approved in the amount not to exceed $100,000.00 for mowing, trimming & edging services for eight weeks at various sites.

Explanation: **Bid Exempt**

Tabulation:
Commercial Lawn Management of Wichita Inc **$100,000.00 BE**

Funding Year and Funding: 2023-2024 General and Capital Outlay Funds

Reason for Purchase: The Grounds Department staff has decreased. Use of outside suppliers are being used to supplement the mowing, trimming & edging of turf areas.

5. LEGACY GOLF TOURNAMENT EXPENSES **BID EXEMPT**
Responsible party as indicated in the summary: Gil Alvarez

Recommendation:
Per BOE Policy 3304, it is reported payment will be made to Concert Crestview LLC (Wichita, KS) not to exceed $20,826.80 for expenses related to the 4th Annual Legacy Fund Golf Tournament.

Explanation: **Bid Exempt**

Tabulation:
Concert Crestview LLC **$20,826.80 BE**

Funding Year and Funding: 2023-2024 Non-Federal Gifts and Grants-Legacy Fund

Reason for Purchase: Golf Course Fees for the Legacy Fund Golf Classic. This fundraising tournament raises over 100K each year for Legacy funds with supports Graduation+ Initiatives including Early College Academy tuition, dual and concurrent credit fees, and credentialing for students.

6. FOOTBALL HELMET AND SHOULDER PAD RECONDITIONING **BID EXEMPT**

Responsible party as indicated in the summary: Loren Hatfield/Chris Asmussen

Recommendation:
It is recommended Harco Athletic Reconditioning, (Fort Collins, CO) and Riddell – All American Sports Corp. (Ridgeville, OH), be used for reconditioning of football helmets and shoulder pads at various district high schools, for a total amount not to exceed $42,000.00.

Explanation: Bid Exempt.

Tabulation:

Harco Athletic Reconditioning	**$18,000.00 BE**
Riddell (All American Sports Corp.)	**$24,000.00 BE**

Funding Year and Funding: 2023-2024 Athletics Fund

Reason for Purchase: Periodic inspections and reconditioning is needed to ensure safety and to extend the life of the equipment.

7. FOOTBALL HELMETS **BID EXEMPT**

Responsible party as indicated in the summary: Loren Hatfield/Chris Asmussen

Recommendation:
It is recommended BSN Sports – Varsity Brands Holding, (Dallas, TX) and Riddell – All American Sports Corp. (Ridgeville, OH), be used for the purchase of new football helmets as needed at various district high schools, for a total amount not to exceed $50,000.00.

Explanation: Bid Exempt.

Tabulation:

BSN Sports (Varsity Brands Holding)	**$14,000.00 BE**
Riddell (All American Sports Corp.)	**$36,000.00 BE**

Funding Year and Funding: 2023-2024 Athletics Fund

Reason for Purchase: To replace old, worn-out helmets that can no longer be reconditioned.

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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) – 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, and 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 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.

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Summary:

Description of products/services	Amount	Responsible Party
1. Motion Picture Copyright Licensing	$25,000.00	Rob Dickson
2. My Learning Plan Maintenance and Support – Correction	$1,500.00	Rob Dickson
3. Public Sector Treasury Software	$22,000.00	Rob Dickson
4. Lawn Maintenance	$100,000.00	Luke Newman
5. Legacy Golf Tournament Expenses	$20,826.80	Gil Alvarez
6. Football Helmet and Shoulder Pad Reconditioning	$42,000.00	Loren Hatfield/Chris Asmussen
7. Football Helmets	$50,000.00	Loren Hatfield/Chris Asmussen

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.