

MEMORANDUM

March 13, 2018
M0543-MYT
 MYT/995-1434

SUPERINTENDENT'S OFFICE

TO: Mr. Alberto M. Carvalho, Superintendent of Schools

2018 MAR 15 AM 8:21

THROUGH: Ron Y. Steiger, Chief Financial Officer

FROM: Melody Y. Thelwell, Chief Procurement Officer
 Procurement Management Services

Melody Y. Thelwell

RUSH

SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by School Board Policy 6320, Purchasing. It is the District's established practice, for Procurement Management Services to apply the contract amount for each approved extension, during the term of the contracts. There is no obligation to purchase any amount within the contract period as set forth in the bid solicitation. It is requested that you review and approve the extensions listed below:

| Contract Number | Contract Title | Board Approval Date | #of Extensions Granted | Board Approved Amount | Board Approved Term | #of Extensions Used | Current Contract Expenditures | New Contract Amount | New Contract Term | Reason For Contract extension vs. re-Bid |
|-----------------|------------------------|---------------------|------------------------|--|---------------------|---------------------|-------------------------------|---|-----------------------------|--|
| RFP-14-021-MT | Travel Agency Services | March 16, 2015 | 1 – 1 year term | Close Up Foundation awarded @ \$1470 to \$3000 for each school program trip. Business Travel Advisors awarded @ \$28 per transaction | 3 years | 0 | \$525,527.20 | No cost/expenditures associated with this contract. | 3/18/2018 through 3/17/2019 | Originating department has requested to utilize first extension. |

REVIEWED: *[Signature]* 3/13/18
 School Board Attorney

RECOMMENDED: *[Signature]*
 Ron Y. Steiger, Chief Financial Officer

APPROVED: *[Signature]*
 Alberto M. Carvalho
 Superintendent of Schools

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CONTRACT EXTENSION SUMMARY

Contract No.: **RFP-14-021-MT**

Contract Title: **TRAVEL AGENCY SERVICES**

Board Meeting Date: March 16, 2015

Agenda Item: E-146

Purpose of Contract: The purpose of this contract is to provide qualified and experienced travel agency services for District staff and/or student travel event services for the School Board of Miami-Dade County, Florida.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: March 18, 2015 through March 17, 2018
Three (3) years, with an option to extend for two (2) additional one (1) year period beyond the expiration date of the current contract period.

Current Extension Amount: N/A

Current Extension Period: N/A

Recommended Extension Award Amount: N/A

Recommended Extension Period: March 18, 2018 through March 17, 2019
This is the first and only extension of the contract. The awardees have agreed to extend for an additional one (1) year period, by letter on file.

Vendors Recommended for Contract Extension: Two (2)

1. Close Up Foundation
2. Business Travel Advisors

Cost Savings: No ☒

Justification: It is considered to be in the best interest of the District to extend this contract for an additional one (1) year period, to benefit from fixed prices and continuity of service, inasmuch as the Consumer Price Index (CPI), as of December 2016, indicated an increase of 0.3%. Staff has indicated satisfactory performance from the vendor and recommends extension. This extension is based on the terms and conditions contained in the original contract approved by the School Board.

Benchmark: N/A

Authorization to proceed with extension: ☒ Approved

☐ Denied

Buyer: _____

Charisma Hodge, Procurement Analyst

Date: _____

3/13/2018

Melody Y. Thelwell, Chief Procurement Officer

Date: _____

3/13/18.