

## MEMORANDUM

November 9, 2018  
**M00830-MYT**  
 MYT/995-1434

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

THROUGH: Ron Y. Steiger, Chief Financial Officer

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

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-041-PP10	Group Term Life Insurance and Flexible Benefits Program	August 20, 2014	2 – 1 year terms	See Board Approved Rates on Item	3 years	0	\$0	See Board Approved Rates on Item	1/1/2019 through 12/31/2019	Originating department has requested to utilize second extension.

REVIEWED:  11/20/18  
 School Board Attorney

RECOMMENDED:   
 Ron Y. Steiger, Chief Financial Officer

APPROVED:   
 Alberto M. Carvalho  
 Superintendent of Schools

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2018 DEC -5 PM 4:14  
 SUPERINTENDENT'S OFFICE

12/12.01 18-00-1111-ACC.

## CONTRACT EXTENSION SUMMARY

Contract No.: **RFP-041-PP10**

Contract Title: **GROUP TERM LIFE INSURANCE AND FLEXIBLE BENEFITS PROGRAM**

Board Meeting Date: August 20, 2014

Agenda Item: E-68

Purpose of Contract: The purpose of this contract is to purchase

Initial Award Amount: \$150,000

Initial Contract Award Period and Extension: January 1, 2015 through December 31, 2018  
Three (3) years, with an option to extend for two (3) additional one (1) year periods beyond the expiration date of the current contract period.

Current Extension Amount: Board Approved Rates

Current Extension Period: January 1, 2018 through December 31, 2019

Recommended Extension Award Amount: Board Approved Rates

Recommended Extension Period: January 1, 2019 through December 31, 2020  
This is the second extension of the contract. The awardee has agreed to extend for an additional one (1) year period, by letter on file.

Vendors Recommended for Contract Extension: Two (2)

1. United Healthcare (Life/AD&D/Dental/Vision/Disability/Hospital Indemnity)
2. The Hartford (Life/AD&D/Disability)

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 Montfort, Procurement Director

Date: 11/7/2018

  
Melody Y. Thelwell, Chief Procurement Officer

Date: 11/8/18