

MEMORANDUM

February 11, 2019

M0847-MYT

MYT/995-1434

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

2019 FEB 13 AM 10:40

THROUGH: Ron Y. Steiger, Chief Financial Officer

FROM: Melody Y. Thelwell, Chief Procurement Officer
Procurement Management ServicesFINANCIAL SERVICES
FEB 13 2019

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	Business Travel Advisors awarded @ \$28 per transaction	3 years	1	\$30,391.54	No cost/ expenditures associated with this contract.	3/18/2019 through 3/17/2020	Originating department has requested to utilize second extension for business travel agency services only.

REVIEWED: 

2/12/19

School Board Attorney

RECOMMENDED: 

Ron Y. Steiger, Chief Financial Officer

APPROVED: Alberto M. Carvalho
Superintendent of Schools

MYT:cm

SUPERINTENDENT'S OFFICE
2019 FEB 14 AM 9:42

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19-00-109-ALL

CONTRACT EXTENSION SUMMARY

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

Contract Title: **TRAVEL AGENCY SERVICES**

Board Meeting Date: **March 18, 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: **March 18, 2018 through March 17, 2019**

Recommended Extension Award Amount: **N/A**

Recommended Extension Period: **March 18, 2019 through March 17, 2020**
This is the second 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: **One (1)**

1. **Business Travel Advisors, Inc**

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 2018, indicated a decrease of 0.1% with an index of 1.9%. 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

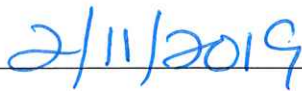


Denied

Buyer:


Charisma Montfort, Procurement Director

Date:





Melody Y. Thelwell, Chief Procurement Officer

Date:

