

**MEMORANDUM**

October 23, 2023  
**M1434-CM**  
 CM/995-2364

**TO:** Dr. Jose L. Dotres, Superintendent of Schools

**THROUGH:** Ron Y. Steiger, Chief Financial Officer

**FROM:** Charisma Montfort, Chief Procurement Officer *CM*  
 Procurement Management Services

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

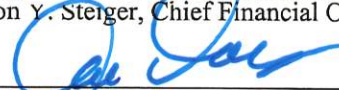
The following contracts are requested to be approved as Superintendent’s Extension of Contracts, as authorized by School Board Policy 6320, Purchasing. It is the District’s established practice, for Procurement Management Services to apply the contract amount for each approved extension, during the term 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 Contract Amount	Board Approved Term	# of Extensions Used	Total Contract Expenditures	New Total Contract Amount	New Contract Term	Reason for Contract Extension vs. Re-Bid
ITB-18-035-TR	Diplomas	January 15, 2020	2 1-year	\$140,000	3 years	1	N/A	\$46,666	January 15, 2024 – January 14, 2025 (One Year)	Originating department has requested to utilize the second and final contract extension

REVIEWED:  Aili Graupera  
 Office of General Counsel  
 2023.10.25 17:10:54 -04'00'  
 School Board Attorney

RECOMMENDED:  Ron Y. Steiger, Chief Financial Officer

Digitally signed by Michael Fox  
 DN: cn=Michael Fox, o=M-DCPS, ou=Risk and Benefits Management, email=mfox@dadeschools.net, c=US  
 Date: 2023.10.25 17:10:54 -04'00'

APPROVED:  Dr. Jose L. Dotres  
 Superintendent of Schools

CM:jm

**CONTRACT EXTENSION SUMMARY**

Contract No.: ITB-18-035-TR

Contract Title: DIPLOMAS

Board Meeting Date: January 15, 2020

Agenda Item: E-143

Purpose of Contract: The purpose of this Invitation to Bid (ITB) is to establish a contract with firm-fixed prices for the purchase of diplomas, certificates of completion and posthumous diplomas for Miami-Dade County Public Schools.

Initial Award Amount: \$140,000

Initial Contract Award Period and Extension: January 15, 2020 through January 14, 2023  
Three (3) years, with an option to extend for two (2) additional one (1) year periods.

Required Licenses and/or Certifications: Yes, see attached. Yes  No

Current Extension Amount: \$46,666

Current Extension Period: January 15, 2023 - January 14, 2024

Recommended Extension Award Amount: \$46,666

Recommended Extension Period: January 15, 2024 – January 14, 2025  
This is the second and final extension of the contract. The awardee has agreed to extend for an additional one-year period, by letter on file.

Vendors Recommended for Contract Extension: One (1)

1. Graduate Services Miami, Inc. dba Herff Jones Miami

Additional certified firms available: Yes, see attached.  No

OEO Verified Yes, see attached.  No

Cost Savings: No

Justification: It is considered to be in the best interest of the District to extend this contract for an additional one year period, to benefit from fixed prices and continuity of service, inasmuch as the Consumer Price Index for All Urban Consumers (CPI-U), as of September 2023, indicated an increase of 0.6%. Staff has indicated satisfactory performance from the vendor(s) 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:   
Jamia Solomon, Purchasing Agent

Date: 08/28/2023

By:   
Charisma Montfort, Interim Chief Procurement Officer

Date: 10/23/2023