

MEMORANDUM

July 16, 2025
M1717-CM
CM/995-2364

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

THROUGH: Ron Y. Steiger, Chief Financial Officer

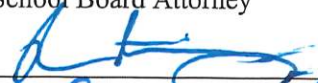
FROM: Charisma Montfort, Chief Procurement Officer *CM*
Procurement Management Services

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 for Previous Period	New Total Contract Amount	New Contract Term	Reason for Contract Extension vs. Re-Bid
ITN-20-015-VF	Collection Agency Services	September 9, 2021	2 1-year	N/A	3 years	1	Revenue Generating	Revenue Generating	September 9, 2025 – September 8, 2026 (One Year)	Originating department has requested to utilize the second and final contract extension.

REVIEWED:  Digitally signed by Ailli Graupera
Date: 2025.07.16 17:02:41 -04'00'
School Board Attorney

RECOMMENDED: 
Ron Y. Steiger, Chief Financial Officer

APPROVED: 
Dr. Jose L. Dotres
Superintendent of Schools

**Jose Bueno
Designee**

CM:vf

7/24/2025

CONTRACT EXTENSION SUMMARY

Contract No.: ITN-20-015-VF

Contract Title: Collection Agency Services

Board Meeting Date: September 9, 2021

Agenda Item: E-141

Purpose of Contract: The purpose of this Invitation to Negotiate (ITN) is to establish contracts with qualified and experienced firms that can provide the necessary accounts receivable collections services to reduce, through successful collections, the District's delinquent receivable accounts owed by former employees and outside agencies.

Initial Award Amount: N/A

Initial Contract Award Period and Extension: September 9, 2021 through September 8, 2024
Three (3) years, with an option to extend for two (2) additional one (1) year periods.

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

Current Extension Amount: N/A

Current Extension Period: September 9, 2024 through September 8, 2025

Recommended Extension Award Amount: N/A

Recommended Extension Period: September 9, 2025 through September 8, 2026
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. NRA Group, LLC dba National Recovery Agency

Additional certified firms available: Yes, see attached. ☐ No ☒

OEEA 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 May 2025, indicated an increase of 0.1%. Staff has indicated satisfactory performance from the vendor(s) and recommends extension. This extension is based

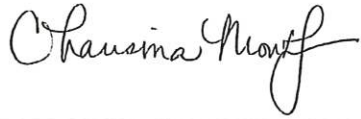
on the terms and conditions contained in the original contract approved by the School Board.

Benchmark: N/A

Authorization to proceed with extension: ☒ Approved
☐ Denied

By: 
Vanessa Flores, Procurement District Director

Date: 7/7/2025

By: 
Charisma Montfort, Chief Procurement Officer

Date: 7/16/2025