

MEMORANDUM

July 16, 2025
M1687-MF
CM/995-1434

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

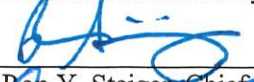
SUBJECT: **SUPERINTENDENT'S EXTENSION OF CONTRACTS**

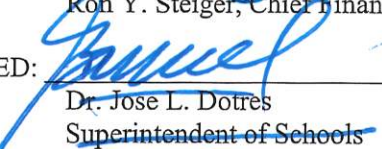
The following contracts are requested to be approved as Superintendent's Extension of Contracts, as authorized by School Board Policy 6320, Purchasing. It is the District's established practice, for Procurement Management Services to apply the contract amount for each approved extension, during the term 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-20-067-CM	Human Capital Management Systems	November 17, 2021 February 15, 2023 (Supplement)	2 1-year	\$5,000,000 (initial three-year award) \$1,399,000 (Supplement)	3 years	1	\$0 (5 months)	\$2,600,000	November 18, 2025 – November 17, 2026 (One Year)	Originating department has requested to utilize the second and final contract extension.

REVIEWED:  Digitally signed by Ailil Graupera
Date: 2025.07.16 15:37:16 -04'00'

School Board Attorney

RECOMMENDED: 
Ron Y. Steiger, Chief Financial Officer

APPROVED: 
Dr. Jose L. Dotres
Superintendent of Schools

Jose Bueno
Designee

7/24/2025

CM:mf

CONTRACT EXTENSION SUMMARY

Contract No.: ITN-20-067-CM

Contract Title: Human Capital Management System

Board Meeting Date: November 17, 2021

Agenda Item: E-144

Supplemental Board Meeting Date: February 15, 2023

Agenda Item: E-141

Purpose of Contract: The purpose of this Invitation to Negotiate (ITN) is to obtain technical systems and support services for the migration and integration of Human Capital Management digital infrastructure supporting talent management, performance management and recruitment.

Initial Award Amount: \$5,000,000 for initial 3-year period

Supplemental Award Amount: \$1,399,000

Initial Contract Award Period and Extension: November 18, 2021 to November 17, 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: \$2,600,000

Current Extension Period: November 18, 2024 - November 17, 2025

Recommended Extension Award Amount: \$2,600,000

Recommended Extension Period: November 18, 2025 - November 17, 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. Phoenix Business, Inc. DBA Phoenix Business Consulting

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

Buyer: M. Fley
Margret Fley, Procurement Agent

Date: 07/07/2025

By: Charisma Montfort
Charisma Montfort, Chief Procurement Officer

Date: 7/16/2025