

**Purchase Request #4**  
**Regular Board Meeting August 6, 2019**  
**Consideration of Approval of Additional Funds**  
**for Audio Visual Equipment and Supplies**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of audio-visual equipment and supplies from B&H Photo-Video, Inc. for the District.

**BACKGROUND**

Equipment purchased through this contract includes visual displays and projection, graphic design equipment, darkroom supplies, photographic equipment, professional video products and various multimedia supplies and services.

Reference number (REF) 3230 was issued to track the volume of spend for audio visual equipment and supplies. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

B&H Photo Video has a contract through E&I Cooperative Services to provide audio visual equipment and supplies, Contract Number CNR01341, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

The request for additional funds is needed due to the usage of the contract increasing approximately 66% over the previous fiscal year.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in August 2018 for a total amount of \$65,000. This purchasing request is for spend authorization for an additional \$10,000 which is budgeted in various Department's FY19 operating budgets and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**MONITORING AND REPORTING TIMELINE**

The term of contract is September 1, 2018 through August 31, 2019

**RESOURCE PERSONNEL**

Mike Dickson

Chief Innovation Officer

972 758-3832