



Livonia Public Schools

Operations

Date: October 7, 2020

To: Andrea Oquist, Superintendent

From: Phillip Francis, Director of Operations

Re: Purchase of Mobile Devices

I would like an opportunity to share with the Board of Education the recommendation to purchase 1,850 mobile devices and 69 charging carts from CDW-G, utilizing the 2013 Bond Fund and the Sinking Fund. The total amount is \$1,168,190.00 and this pricing comes from the REMC SAVE Bid project. The quote from CDW-G is attached to this memo. These mobile devices (Microsoft Surface Go 2) and carts will be placed in all kindergarten and first grade classrooms.

As discussed at the Study Session of October 5, 2020, Administrative Procedure DJE requires the approval of the School Board for this purchase. However, in the interest of time and because these devices will not likely be available unless LPS is able to send a purchase order for them soon, the Board members gave approval with their signatures on a memo created by Alison Smith, Director of Finance. She has confirmed with the District's auditors and attorney that the signed document from October 5, 2020 is sufficient for the District to proceed with the purchase. Despite this signed approval document, I will still bring this purchase through our regular process.

Please add this request to the agenda of the Monday, October 12, 2020 Committee of the Whole Meeting. Thank you.

Attachment

PF/ko

c: Board of Education