

Purchase Request #14
Regular Board Meeting January 28, 2020
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 due to the usage of the contract by Campus Technology Services and Campus Information Security departments, which had not traditionally used the contract. The new B&H contract provided better pricing on the required items than traditional sources for these procurements.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in August 2019 for a total amount of \$95,000. This purchasing request is for spend authorization for an additional \$40,000 which is budgeted in various Department's FY20 operating budgets. FY19 annual spend amount was \$65,626. Current FY20 spend is \$90,099.

MONITORING AND REPORTING TIMELINE

The term of contract is September 1, 2019 through August 31, 2020

RESOURCE PERSONNEL

Mike Dickson

Chief Innovation Officer

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