

Board of Trustees

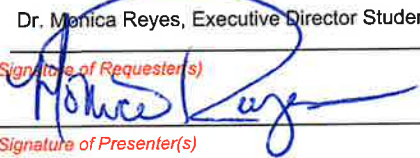
Executive Summary of Board Agenda Item

Meeting Date: 5/28/2024

Subject/Title for Agenda Posting: Approval of the sponsorship agreement between Superior HealthPlan and Canutillo ISD

Justification Statement: Superior HealthPlan will give Canutillo ISD a \$5000.00 sponsorship to purchase hygiene items for the Student Support Services Community Hygiene Closet. This monetary grant helps families choose items that meet their needs.

Purpose of Agenda Item: Information Discussion Action
Item Type: Curriculum & Instruction HumanResources Business Services

Staff Responsible: Dr. Monica Reyes, Executive Director Student Support Services
Signature of Requester(s)  4/8/24
Signature of Presenter(s) Elizabeth B. Sida 5/17/2024
Business Services Approval (Initials) *Date*

Agenda Summary:

Canutillo ISD has had an ongoing relationship with Superior HealthPlan for approximately eight years. This sponsorship agreement will create a Hygiene Closet at Lone Star Building from April 2024 through October 2024 or until funds have been exhausted. The hygiene closet will be open monthly for an evening distribution for families to choose five items and receive health information from Superior HealthPlan and other community agencies. District services are also disseminated during the distribution time. From surveys of previous hygiene closets, specific items to be purchased are those identified as high demand items.

RECOMMENDATION: Administration recommends that the Board of Trustees approves the sponsorship agreement with Superior HealthPlan and Canutillo ISD.


PRIOR BOARD ACTION: No AWARDED: N/A AWARDED AMOUNT: N/A

AMOUNT(S): \$5,000.00 donation

ACCOUNT NO(S): N/A

PROCUREMENT METHOD TYPE: (3 Quotes, Cooperative Contract Quotes, Sole Source, Formal Bid)
Grant

REQUESTING DEPARTMENT:
Student Support Services

CONSEQUENCES OF NON-APPROVAL:
Without the approval of the sponsorship agreement, families will not be able to receive monthly hygiene items to meet their needs with no cost to their household budget. 

IMPLEMENTATION TIMELINE:
April 2024 - October 2024

ATTACHMENT(S): Memorandum of Sponsorship Agreement



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION/PURCHASING**

Contract Routing and Approval Form

FOR PURCHASING OFFICE USE ONLY	
Contract Request Received	
Assigned Contract No	
Routed for Internal Approval	
Routed for Vendor Approval	
Fully Executed Contract Received	
Notification To Proceed	

Contract Type: Professional Service Contracted Services Vendor Agreement Term Contract Lease Agreement
 Interlocal MOU MOA Construction Other _____

Requesting Campus/Department: Student Support Services

Initiating Party: Dr. Monica Reyes

Contact Number: 915-877-7650 email: mreyes@canutillo-isd.org

Contract Title: Superior HealthPlan Hygiene Closet

Vendor/Supplier: Superior HealthPlan

Full Address: 1575 N. Resler Drive Suite C. El Paso, Texas 79912

Name of Representative: Emilia Torres email: emilia.torres@superiorhealthplan.com

Rep. Office Phone: 915 247-9063 Rep Mobile Number: 915 247-9063

Authorized Signer: Emilia Torres Signers email: emilia.torres@superiorhealthplan.com

Contract Description: For a \$5,000 sponsorship, payable to Canutillo ISD (Student Support Services), the following would be agreed upon between Superior HealthPlan and Canutillo ISD (Student Support Services), to create a Hygiene Closet from April 2024 through October 2024 or until funds have been exhausted. The community may come to the closet every fourth Tuesday of the Month from 4-6 pm to get items they need at the Superior HealthPlan Hygiene Day.

Contract Amount: \$5,000 sponsorship Funding Source: Superior HealthPlan

Account No(s): _____ Anticipated Start Date: April 2024-October 2024

This is a New Agreement: _____ This is a Renewal _____

This Agreement is to replace the following:

Does Agreement include renewal options: Yes No

If yes, specify renewal options: _____

NOTE: Does agreement include Insurance Requirements? Yes No If yes, agreement will be routed to Human Resources for

review and approval: Reviewed By: _____ Date: _____

Budget Authority Signature: [Signature] Date: 4/8/2024

Attachments: Must attach vendor agreement and all pertaining documents to purchasing for review

CONTRACT APPROVAL PROCESS: 1. All agreements shall be routed through the purchasing office. 2. Purchasing will review for compliance. 3. Purchasing will route to Legal Counsel for review if necessary. 4. Purchasing will route for required signatures (district personnel & supplier) to ensure receipt of fully executed documents. 5. Purchasing will notify requestor upon completion with directive on how to proceed.

PLEASE SUBMIT WITH AMPLE TIME TO ALLOW REVIEW OF THE PROCUREMENT PROCESS AND ENSURE ALL PERTAINING DOCUMENTS ARE IN ORDER

Memorandum of Sponsorship Agreement

Thank you for all the services Canutillo ISD (Student Support Services) offers the community in El Paso/Canutillo and the surrounding area. Superior HealthPlan's purpose is to transform the health of the community, one person at a time, and we would like to continue that purpose by establishing a Superior HealthPlan Hygiene Closet with your organization.

Sponsorship Details:

- For a \$5,000 sponsorship, payable to Canutillo ISD (Student Support Services), the following would be agreed upon between Superior HealthPlan and Canutillo ISD (Student Support Services), to create a Hygiene Closet from April 2024 through October 2024 or until funds have been exhausted.
- The hygiene closet will be located at the Lone Star Building B, 7000 Fifth Street Canutillo, Texas 79835 (need ID to Check in with Security to Enter Bldg.)
- Surveys from previous hygiene closets have identified the following as needs and funds must be used to purchase at minimum:
 - shampoo, body wash, deodorant, toilet paper, paper towels, laundry detergent, household cleaning spray, feminine hygiene products, toothpaste and toothbrush, household spray for insects, adult briefs, wipes, and bed pads for incontinence.
 - After these items have been purchased funds can be used for other items identified as a need for your community.

- The goal of the closet is for families to be able to choose items needed to meet their needs. Please do not use funds to create generic hygiene bags to distribute monthly.
- Superior HealthPlan will provide a marketing banner (pull up or wall) to the organization stating Superior HealthPlan is the hygiene closet sponsor.
- Canutillo ISD (Student Support Services) agrees to be listed as a resource on www.findhelp.org, which means the closet would not only be for your clients but anyone in need in the community. Superior HealthPlan will refer members in need to this closet.
- Clients may utilize the closet in any of the following ways:
 - The community may come to the closet every fourth Tuesday of the Month from 4-6 pm to get items they need at the Superior HealthPlan Hygiene Day.
 - Superior HealthPlan will create referrals through www.findhelp.org to the hygiene closet to support our members in emergency situations.
 - Your organization may access the closet to meet the needs of a client in an emergency outside of the scheduled set days and times, but the closet cannot be open to the general public on non-Superior hygiene days.
- There will be an end of term report for outcomes from the funding. Your organization is responsible for tracking the following each month and submitting the information in your final report that is **due by November 15, 2024**.
 - X individuals attended the closet for the month representing X number of people in X total households.
 - Number of hygiene items given out that month.
- A tracking spreadsheet template is available if needed along with an intake form for those attending the closet.

Terms of Sponsorship:

- Superior will be listed as sole sponsor of the Superior HealthPlan Hygiene Closet to include logo on all flyers, brochures and marketing materials distributed by Canutillo ISD (Student Support Services).
- Superior's Community Relations Coordinator will attend (as available) the hygiene closet each month. Individuals attending the hygiene closet will be invited to visit the Superior HealthPlan table and get information on the Plan. Superior may also invite additional community partners to set up to provide participants resources as space allows.
- There will be a required end of agreement meeting to discuss the outcomes of the sponsorship and all fields in the evaluation document are required.

Marketing Requirements:

- Formal press release from Canutillo ISD (Student Support Services) acknowledging sponsorship and launch of the hygiene closet. Sample press release attached.
- The Recipient agrees to a monthly social media post advertising the closet and tagging @SuperiorHealthPlan.
- The Recipient also agrees to advertise the partnership on the Recipient's website and newsletter if applicable. Recipient agrees to include a link to www.superiorhealthplan.com within the content publication. Representatives of Superior HealthPlan will conduct an audit of the Recipient's website and other digital properties to identify content.

- It is specifically understood and agreed that nothing contained in this Agreement will be construed as an express or implied waiver by Canutillo ISD of its governmental immunity or of its state governmental immunity.
- Nothing in this Agreement is intended to or shall be construed to constitute or establish an agency, employer/employee, partnership, franchise, or fiduciary relationship between the Parties and neither Party shall have the right or authority or shall hold itself out to have the right or authority to bind the other Party, nor shall either Party be responsible for the acts or omissions of the other, except as provided specifically to the contrary herein.

Once this agreement is signed, these terms must be met timely. Attached you will find the financial documents and intake form necessary for the execution of this agreement.

Thank you for your time and consideration and we look forward to this partnership.

Superior HealthPlan

Name: _____

Signature: _____

Date: _____

Canutillo ISD (Student Support Services)

Name: _____

Signature: _____

Date: _____