

Purchase Request #6
Regular Board Meeting August 6, 2019
Consideration of Approval of Additional Funds
for Property and Liability Insurance

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of Property and Liability Insurance for the addition of Student Housing to the policy from Roach Howard Smith and Barton.

BACKGROUND

The District purchases insurance to meet legal requirements and ensure protection and preservation of the human, physical and financial assets of the District. The District purchases the following types of insurance coverage: property, crime, cyber liability, international travel, general liability, law enforcement, educators legal, auto and umbrella/excess.

A request for proposal RFP Number 4005 was issued to procure property and liability insurance for the District. 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.

IMPACT OF THIS ACTION

The addition of the student housing to the policy covers real and personal property, rental income, wind and hail damage. This request for additional funds is a pro-rata of the annual increase of \$23,210.00 to add the student housing for the remainder of the contract term.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in October 2018 for a total amount of \$470,926. This purchasing request is for spend authorization for an additional \$6,931, which is budgeted in the District's 2018-2019 operating budget 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 November 1, 2018 through October 31, 2019.

RESOURCE PERSONNEL

Steven Bassett

Chief Financial Officer

972-758-3831