



NORTH SLOPE BOROUGH SCHOOL DISTRICT
M E M O R A N D U M

TO: Robyn Burke, President
Members of the School Board

THROUGH: David Vadiveloo, Superintendent DsV
DsV

FROM: Blake Mikesell, Director of Maintenance & Operations BM
BM

DATE: April 10, 2024

**SUBJECT: Purchases over \$10,000 -
Software Subscription**

**Memo No: SB24-149
(Informational Item)**

2020-2025 Strategic Plan Summary:

4.0 Financial & Operational Stewardship: Effectively employ our operational and financial resources to support the long-term stability of the district.

NSBSD Policy Manual:

BP 3300, Expenditures/Expending Authority: The Superintendent or designee may purchase supplies, materials, and equipment in accordance with the law. The Superintendent or designee shall not authorize any proposed expenditure that exceeds the major budget classification allowance against which the expenditure is the proper charge unless an amount sufficient to cover the purchase is available in the budget for transfer.

BP 3310, Purchasing Procedures: The School Board desires to ensure the maximum value is received for money spent by the district and that records are kept in accordance with the law. The Superintendent or designee may issue and sign purchase orders.

BP 3440, Inventories: The Superintendent or designee shall provide for proper control and conservation of district property.

Issue Summary:

The North Slope Borough School District, Maintenance and Operations Department currently does not have a functioning inventory system which has led to a myriad of challenges and inefficiencies. A few of the issues we run into: running out of supplies, or having overstock, tying up capital and storage space unnecessarily. We cannot accurately report records of goods on hand, which is crucial for accountability. Currently, our lists do not reflect the true value of assets. Without an efficient way to track inventory levels and reordering only, when necessary, our department may incur rush shipping costs or purchase items at higher prices to meet demands. It is also difficult for us to forecast future needs and planning purchases accordingly. Without a functioning inventory system, our department struggles to predict trends and adjust strategies accordingly.

Due to the high demand of building and facility usage by communities, businesses and non profit organizations and regulating agencies, the M&O Department needs to shift from paper management of the applications to a digital software system in order to ensure effective delivery of services and accountability in maintaining organizational effectiveness for the communities throughout the North Slope Borough.

Background:

Our current work order system, Asset Essentials/Brightly is offering cloud-based services that would allow our department to track, manage and optimize inventory levels. These subscriptions will play a crucial role in ensuring that businesses have the right amount of stock on hand to meet demands while minimizing costs associated with holding excess inventory.

Adding Event Manager & Asset Essentials Inventory would streamline existing processes to maximize efficiency, organization, and provide better data management and analytics.

Contract Terms and Amount:

Software	Subscription Amount	Contract Terms
Event Manager Enterprise	\$ 10,938.00	07/01/2024 – 06/30/2025
Asset Essentials Inventory	\$ 2,511.00	07/01/2024 – 06/30/2025
Multi product bundle discount	- \$2,017.35	
Total:	\$ 11,431.65	

Proposed Motion:

No motion is required. This is an informational item as the purchases of supplies, materials, and equipment are within the discretion of the Chief School Administrator or designee.

Signature: DS Vadiveloo
DS Vadiveloo (Apr 20, 2024 11:39 AKDT)
Email: david.vadiveloo@nsbsd.org

Signature: Blake Mikesell
Blake Mikesell (Apr 20, 2024 12:14 AKDT)
Email: blake.mikesell@nsbsd.org