

**Purchase Request #1**  
**Regular Board Meeting February 28, 2017**  
**Consideration of Approval to Purchase a Mobile Go Trailer**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the purchase of a Mobile Go trailer from Magnum Custom Trailers for the P-12 Partnerships.

**BACKGROUND**

The purpose of the Mobile Go trailer is to serve the community by providing resources that are needed to gain access to and ultimately attend Collin. The trailer is a 42 foot air-conditioned trailer that can be moved from place to place and to community events to provide information on how to prepare for, apply to, pay for and succeed in college.

P-12 Partnerships offers on-demand sessions taught by experts on campus or off site within the District's service area.

Reference number (REF) 4061 was issued to track the volume of spend for the Mobile Go trailer. Tracking of spend volume on reference numbers 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.

Magnum Custom Trailers has a contract through the Buyboard cooperative purchasing program to provide transfer trailers, Contract Number 516-16, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

**IMPACT OF THIS ACTION**

The objective of the Mobile Go trailer is to enhance college outreach and provide supplemental student services off-site such as, but not limited to: admissions, registration, orientation, financial aid and seminars. It will also impact college operations in student and enrollment services by reducing the need for on-campus services as more students receive service through the Mobile Go trailer.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization for \$91,530.00 which is budgeted in the P-12 Partnerships 2016-2017 operating budget and the Texas Pioneer Foundation grant for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**RESOURCE PERSONNEL**

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