



# Canutillo Independent School District

7965 Artcraft Rd.  
El Paso, Texas 79932

Mailing Address: PO Box 100  
Canutillo, Texas 79835

**Ron Gatlin**  
Purchasing Agent

Voice (915) 877-7426  
Fax (915) 877-7415  
rgatlin@canutillo-isd.org

## MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: August 14, 2013

SUBJECT: CERTIPOINT Classroom Licenses for the CTE Program at CHS & NWECHS

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As stated in Board Policy CH(Local), any purchase that costs or aggregates to a cost of \$10,000 or more shall require board approval before a transaction may take place. This request is to consider approval of the purchase of CERTIPOINT Software Licensing for the CTE Program at CHS & NWECHS in the total amount of \$10,650.00.

### **ADMINISTRATIVE RECOMMENDATION:**

Administration recommends approval of the the purchase of CERTIPOINT Software Licensing for the CTE Program at CHS & NWECHS in the total amount of \$10,650.00. as presented.

*The Canutillo Independent School District does not discriminate on the basis of race, color, national origin, gender, age or disability in its employment practices, or in providing education services, activities and programs, including technical education programs. For more information regarding the Canutillo Independent School District's policy of non-discrimination contact: Executive Director for Human Resources, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*

*El Distrito Escolar Independiente de Canutillo no discrimina en cuanto a raza, color, origen, género, edad o discapacidad en lo que se refiere a sus prácticas de empleo, o al proveer servicios, actividades y programas educativos y vocacionales. Para mayor información respecto a la política de no discriminación del Distrito Escolar Independiente de Canutillo, favor de contactar a: Director Ejecutivo de Recursos Humanos, (915) 877-7423, 7965 Artcraft Rd., El Paso, TX 79932.*



# Request for Board Agenda Item

Purchasing Department

Date: 08/06/2013

Campus/Department: CHS & NWECHS - CTE

Vendor Name: CERTIPORT

Total Cost: \$ 10,650.00 (\$ 5325 per campus)

Item Description and Justification for Purchase:

MOS 2007/2010 CLASSROOM LICENSE

- License for one year for each campus from date of purchase
- Capped 500 MOS Exams per Classroom License
- GMetrix Classroom License
- Unlimited Practice Exams
- Training materials for Certiport Administration
- Comprehensive Customer Support
- Digital transcript services for students
- Electronic fulfillment of certificates

Participating Schools/Departments: CHS & NWECHS

Funding Source: 199.11.<sup>0299 me</sup>~~6636~~.00.917.22  
(Account number to charge)

*Annette P. [Signature]*  
Campus/Department Administrator

8/7/13  
Date Signed

\*\*\* (Form must be received by the Purchasing Department by the last Wednesday of the month) \*\*\*

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(To be completed by the Financial Services Division)

Purchasing Method: Below Bid THRESHOLD

*[Signature]*  
Purchasing Agent

8/8/13  
Date Signed

*Maathe [Signature]*  
Executive Director of Financial Services

8/8/13  
Date Signed



# Purchasing Approval Sheet For Presentation to Board of Trustees Purchasing Department

## Financial Services (Verification of Funding Availability and Account Coding)

Approved  Denied

Comment: Changed object code - 6036 to 6299

Signature: [Signature] Date: 8/8/13

## Federal Programs (For Compliance with Grant Requirements)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Curriculum & Instruction (For all Curriculum Related Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Technology (For all Computer/Software/Peripheral Purchases)

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: [Signature] Date: 8/13/13

## Legal Review

Not Required  Approved  Denied

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Purchasing

Approved  Denied

Comment: \_\_\_\_\_

Signature: [Signature] Date: 8/13/13



1276 South 820 East  
 Suite 200  
 American Fork, Utah 84003  
 (801) 847-3104 Fax (801) 492-4118  
 Federal Tax ID Number: 26-1162759

**QUOTE SHEET**

**NO: 725013**  
**DATE: July 25, 2013**

TO  
 Sandra Velez  
 Canutillo HS  
 El Paso, TX

From:  
 Clay Hagblom  
 Certiport Account Manager  
 P 888.999.9830 x180  
 F 801.492.4118  
 chagblom@certiport.com

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<b>MOS 2007/2010 Classroom License</b> <ul style="list-style-type: none"> <li>▪ License for one year from date of purchase</li> <li>▪ Capped 500 MOS Exams per Classroom License</li> <li>▪ GMetrix Classroom License</li> <li>▪ Unlimited Practice Exams</li> <li>▪ Training materials for Certiport Administration</li> <li>▪ Comprehensive Customer Support</li> <li>▪ Digital transcript services for students</li> <li>▪ Electronic fulfillment of certificates</li> </ul>	\$5,325.00	\$5,325.00
<b>Total</b>			<b>\$5,325.00</b>

*Purchases by PO are Net 30 Terms. Please fax Purchases Orders to Fax: 801-492-4118, Attn: Clay Hagblom*



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**QUOTE SHEET**

**NO: 725014**  
**DATE: July 25, 2013**

TO  
 Sandra Velez  
 Northwest Early College High School – Canutillo ISD  
 El Paso, TX

From:  
 Clay Hagblom  
 Certiport Account Manager  
 P 888.999.9830 x180  
 F 801.492.4118  
 chagblom@certiport.com

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	<b>MOS 2007/2010 Classroom License</b> <ul style="list-style-type: none"> <li>▪ License for one year from date of purchase</li> <li>▪ Capped 500 MOS Exams per Classroom License</li> <li>▪ GMetrix Classroom License</li> <li>▪ Unlimited Practice Exams</li> <li>▪ Training materials for Certiport Administration</li> <li>▪ Comprehensive Customer Support</li> <li>▪ Digital transcript services for students</li> <li>▪ Electronic fulfillment of certificates</li> </ul>	\$5,325.00	\$5,325.00
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