

Purchase Request # 7
Regular Board Meeting April 23, 2019
Consideration of Approval of Additional
Funds for Student Travel Services

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of Student Travel Services for student airfare travel from ARTA Travel for the District.

BACKGROUND

ARTA Travel has a contract through the Plano ISD cooperative contracts program to provide Group Travel Services, Contract Number 2018-022, and is in compliance with the competitive procurement requirements set forth in Section 44.031 of the Texas Education Code, as permitted under Section 791.011 of the Texas Government Code. Reference number (REF) 3585 was issued to track the volume of spend for Student Travel Services. 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

Collin students travel for field trips, competitions, tournaments, and conferences. Currently, the student travel contract covers airfare only. This change order will ensure that Collin students can continue to travel through the end of the fiscal year.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board approved the original contract in August 2018 for a total amount of \$70,000. This purchasing request is for spend authorization for an additional \$25,000 which is budgeted in multiple department's and SAFAC's FY 19 operating budgets.

MONITORING AND REPORTING TIMELINE

The term of contract is September 1, 2018 through August 31, 2019.

RESOURCE PERSONNEL

Sherry Schumann SVP Academic Workforce & Enrollment Services 972-548-3880