

**Purchase Request #2
Special Called Meeting August 4, 2020
Consideration of Approval of Additional Funds for
Audio-Visual Equipment and Supplies**

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of audio-visual equipment and supplies from B&H Photo-Video, Inc. for the District.

BACKGROUND

This contract provides for the purchase of items such as visual displays and projection, graphic design equipment, darkroom supplies, photographic equipment, professional video products, and various multimedia supplies and services.

Reference number (REF) 3230 was issued to track the volume of spend for audio-visual equipment and supplies.

B&H Photo Video has a contract through E&I Cooperative Services to provide audio-visual equipment and supplies, Contract Number CNR01341. It complies with the competitive procurement requirements outlined 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 request for additional funds is due to the recent heavy usage of the contract by departments who have not traditionally used the contract to locate equipment needed for remote learning and working. The B&H contract provided better pricing on items than traditional sources for these procurements.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The Board has approved a total spend of \$155,000 with B&H Photo Video for this fiscal year. This purchasing request is for spend authorization for an additional \$50,000, which is budgeted in various Departments' FY20 operating budgets.

MONITORING AND REPORTING TIMELINE

The term of the contract is September 1, 2019 through August 31, 2020.

RESOURCE PERSONNEL

Mike Dickson

Chief Innovation Officer

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