



Canutillo Independent School District

7965 Artcraft Rd.
El Paso, Texas 79932

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Canutillo, Texas 79835

Ron Gatlin
Purchasing Agent

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MEMORANDUM

TO: Members of the Board of Trustees

FROM: Ron Gatlin, Purchasing Agent

DATE: December 3, 2013

SUBJECT: Approval of Contract INTLMED for SHARS Billing

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 approve the contract with INTLMED for SHARS Billing for the District in the amount not to exceed \$38,000.00.

ADMINISTRATIVE RECOMMENDATION:

Administration recommends approval of the contract with INTLMED for SHARS Billing for the District in the amount not to exceed \$38,000.00 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: 12/02/2013

Campus/Department: Special Education Department

Vendor Name: INTLMED

Total Cost: Estimate - \$38,000

Item Description and Justification for Purchase:

Payment for the percentage fee (6%) to INTLMED for claims processed for School Health and Related Services (SHARS) Cost Report Settlement for the school year.

Participating Schools/Departments: District-Wide

Funding Source: 199.11.6299.00.918.4.23 - Local Funding
(Account number to charge)

[Signature] 12-3-13
Campus/Department Administrator Date Signed

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

(To be completed by the Financial Services Division)

Purchasing Method: Below Bid THRESHOLD

[Signature] 12/3/13
Purchasing Agent Date Signed

[Signature] 12/3/13
Executive Director of Financial Services 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: _____

Signature: Martha Ayon Date: 12/3/13

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: [Signature] Date: _____

Technology (For all Computer/Software/Peripheral Purchases)

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Legal Review

Not Required Approved Denied

Comment: _____

Signature: _____ Date: _____

Purchasing

Approved Denied

Comment: _____

Signature: [Signature] Date: 12/3/13