



**Materials Management**  
Purchasing Department  
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## MEMORANDUM

**TO: Members of the School Board**  
**Terrence Connor, Superintendent**  
**Bonnie Penner, Assistant Superintendent Chief Financial Officer**

**FROM: Tracy Brizendine, Director of Materials Management**

**TITLE: APPROVAL TO INCREASE PURCHASING LIMIT FOR THE ANTICIPATED PURCHASE OF MATERIALS AND/OR SERVICES (PER THE ATTACHED LIST) THROUGH PIGGYBACK CONTRACTING FROM VENDORS UNDER CONTRACT WITH A FEDERAL, STATE OR MUNICIPAL GOVERNMENT, OR A COOPERATIVE WITH A LEAD AGENCY THAT UTILIZED A COMPETITIVE PROCESS FOR TECHNOLOGY EQUIPMENT, PERIPHERALS, LICENSES AND SERVICES**

**DESCRIPTION:** Piggybacking is the post-award use of a contractual document or process that allows an entity that was not contemplated in the original procurement to purchase the same supplies, equipment or services through that original document or process. The School Board of Sarasota County Policy 7.70 Purchasing and Bidding allows for this process subject to the provisions of law.

The Purchasing Department has researched and reviewed the competitive solicitations that are available for these purchases and has determined that the use of the attached contracts for the purpose cited presents the best value and/or is in the best interest of the School Board.

**GAP ANALYSIS:** Through this contract, the SCS IT Department purchases a wide range of technology equipment, enterprise software, and/or services for necessary instructional, security, and operational purposes. Examples of the types of purchases include, but are not limited to: virtualization of servers housed both at the data center and at schools depending on the use case, contracted support for advanced services & applications, Active Directory monitoring & management, email and file archiving services, cyber security appliances, etc.

**PREVIOUS OUTCOMES:** The previous contract was approved for the amount of \$175,000.00 and provided the needed technological equipment and services needed by our schools and district departments.

**EXPECTED OUTCOMES:** The contract be increased an additional \$150,000.00 for a new total of \$325,000.00 due to anticipated purchases during this contract period being provided at more aggressive pricing through this contract.

STRATEGIC PLAN GOAL:

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FINANCIAL IMPACT: Not to exceed \$150,000.00

The funds for these purchases are contained in the budgets allocated to the appropriate departments and schools.

Funding source: Capital funds

RECOMMENDED MOTION: That the request to increase the purchasing limit for the anticipated purchase of materials and/or services through piggyback contracting, be approved as presented.

## INCREASE IN PURCHASING LIMIT FOR PURCHASE OF GOODS OR SERVICES THROUGH PIGGYBACK CONTRACTING

[illegible]