



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Board of Education  
(Requesting Department)

Date: September 8, 2021  
(Submission Date)

For the September 28, 2021 Board of Finance Meeting  
Agenda (Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other: Bid Waiver Requests (2)

**Approval:**

Notice was given as an information item to the BoE Finance Committee at its regular meeting on 9/8/21.

Reason for request:

**All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.**

**The Music Lab, LLC** - We send our band instruments to this local vendor to be cleaned and repaired. They use an ultrasonic process that is tedious, and they assess every instrument prior to cleaning for repair needs. If repair need(s) is determined, an individual quote is sent prior to any cleaning or repair. This vendor is a long-time provider for the district with a long standing relationship; they categorize instruments and work performed, photograph work, and update the district inventory sheets as a matter of usual their work performance. This year's request for a PO is \$75K due to the requirements for cleaning due to Covid. Normally, this amount would require an RFP, but we will respectfully request to remain with this vendor.

**SchoolMint** - We consulted some software companies, including PowerSchool Lottery System, to see if we could get quotes for different solutions to get the Magnet Lottery setup completed. The BPS Magnet Lottery has a complicated nature for the first time setup such as the enrollment demographic percentage preferences from multiple simultaneous categories and filling from each feeder school with these demographic percentages. In addition, mixing in non-BPS applicants without preference for demographics. When researching for quotes, due to this complexity, companies including PowerSchool said that the setup would be much too time consuming, costly, and they were not prepared to do this type of customization.

SchoolMint was the only company we found that was willing to take on the task and fully understood the way they would need to develop and program this type of system. Unfortunately, first year setup would be time consuming to program and would have a significant fee for customization time and additional lottery run fee totaling \$62,000; however, yearly maintenance and lottery cost would be \$3,150 after the first year.

SchoolMint is a sole source company and is not a product that can be sold by resellers. The setup fee is for a service provided which is the custom work that needs to be developed. Unfortunately, after researching what needed to be done and what could be performed, we are now in a time-crunch and need this work to be completed as soon as possible. As such, we will respectfully request a bid waiver for SchoolMint to set up the Memorial Boulevard lottery system.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____