



Division of Fiscal Services
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MEMORANDUM

DATE: January 27, 2017
TO: Karen Janney, Superintendent
FROM: Karen Michel, Chief Financial Officer
RE: SUPERINTENDENT'S UPDATE – Contract Renewal for CBIZ

The following information is being provided to clarify Board Agenda Item, N-3 Contract Renewals for CBIZ which was presented at the January 23, 2017, Board Meeting:

1. Request For Proposal ("RFP") No. 56-2518-LB Asset Inventory Services was released on September 25, 2015.
2. Submissions for this item were due on October 22, 2015.
3. A total of six (6) firms submitted proposals.
4. CBIZ won the RFP with a total score of 89.96 out of 100 total points.
5. Board approval for this business was on January 25, 2016, Board Item N-3 for \$155,900.
6. The agreement contains a clause for additional one year extensions provided they are board approved.

Furthermore, because certain RFPs contain contract extensions, this is the format they are brought to board for approval.

Please let me know if you would like more information regarding this item.

KM:cz