



# District School Board of Pasco County

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Heather Fiorentino, Superintendent

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Department of Purchasing  
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April 22, 2005

## **MEMORANDUM**

**TO:** Honorable Board Members

**FROM:** Kendra Goodman, CPPB, Purchasing Agent

**RE:** CDW Government, Inc. Blanket Approval Requested for  
Third Party Computer Equipment and Software  
Seminole County School Board Bid #102895

On May 4, 2004, The Board approved a “blanket” process for computer-related equipment and supplies purchased through CDW. The dollar threshold approved for purchases was \$500,000. The equipment and software was purchased by piggybacking on a Citrus County School Board bid.

As you may recall this “blanket” approval, is similar to the Apple and Dell computer blanket processes we have been utilizing over the past five years for high-technology trends where products are updated or discontinued on an accelerated basis and prices fluctuate frequently. Part of the condition for the blanket approval was the Purchasing Department’s monitoring of all equipment and software purchase orders to the company in order that costs would not exceed the Board’s approved dollar threshold.

Considering the blanket process was successful and the blanket authorization was only approved through April 16, 2005, I am now requesting that blanket authorization be granted for the same vendor (CDW), utilizing the Seminole County School Board Bid #102895 for a total of \$250,000 for the remaining 2004-05 fiscal year and approval for a total of \$600,000 for the 2005-06 fiscal year. As always, the Purchasing Department will monitor and calculate all of CDW’s requisitions to verify that the dollar limits are not exceeded for the next fiscal year.

Should you have any questions, please contact me at your convenience.

XC: Bruce Baldwin, Dir. Information Services  
Fran Schulz, Director, DIMC

Date/Time: April 27, 2005 09:15:00