

## **District School Board of Pasco County**

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Heather Fiorentino, Superintendent

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## <u>M E M O R A N D U M</u>

TO: Honorable School Board Members

- **FROM:** Kendra Goodman, CPPB, Purchasing Agent
- **SUBJECT:** Customizations Required for Avatar Professional Development Management System for the Department of Staff Development Alchemy Systems L.P.

On July 24, 2007, official action (attached) was taken to approve the purchase of the Avatar Professional Development Management System from Alchemy Systems. This system allows the District to design, advertise and manage all the professional development activities for our employees.

Specific customizations are required to meet Florida's Professional Development Protocol Standards and DOE reporting requirements. Please see the attached memo from Ms. Marti Meacher, Director of Staff Development, for detailed information regarding the customization required. Alchemy Systems has committed to begin work immediately upon after Board approval and receipt of a purchase order. The work will be complete by July 1, 2008.

The cost of customization as outlined in Ms. Meacher's memo is \$38,677.50. Funding will be met through the Superintendent's Capital Outlay Special Budget request. The District is permitted to make this purchase DOE Rule 6A-1.012(7), as the software copyright is owned by Alchemy Systems. Additionally, DOE Rule 6A-1.012(10) permits the district to purchase information technology resources through direct negotiation with the supplier.

We are requesting Board approval of this expenditure, so that a purchase order may be issued immediately to Alchemy Systems. Please contact Marti Meacher or me at your earliest convenience if you have any questions or concerns.