



**PORTLAND PUBLIC SCHOOLS**  
**OFFICE OF PURCHASING & CONTRACTING**

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**Date:** March 6, 2021  
**To:** Board of Education  
**From:** Don Wolff, Chief Technology Officer Office of Technology and Information Services  
**Subject:** Advanced Authorization for Network Switches and Wireless Access Points (WAPs)

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The Purchasing and Contracting Delegation of Authority Administrative Directive, 8.50.105-AD, provides:

- All District Contracts exceeding \$150,000 shall be presented to the Board of Education on their consent agenda for approval.
- The District may seek “advanced authorization” from the PPS Board of Education for any contract, upon the approval of the Director of Purchasing & Contracting. The cost of the contract shall be a “Not to Exceed” amount. Once the Board has approved it, no further authorization for the contract is required, providing the contract value remains at or below the “Not to Exceed” amount.

When the Board provides advance authorization for a contract, it means that the contract can be signed by the Purchasing & Contracting Director as soon as it is fully negotiated and vetted by the Purchasing & Contracting department, without waiting for a subsequent Board meeting. Upon receipt of the fully negotiated contract, Purchasing & Contracting staff will undertake all steps of the standard contract review process. Contract work may begin only after the fully vetted contract is signed by authorized signers for both parties.

**Staff seek advanced authorization for the following contract:**

**Contractor Name:** Ednetics, Inc. - Lowest bidder on both contracts

**Contract Amount:** ITB #2021-2944 \$5,121,361.36 and #2021-2945 \$2,118,677.75

**Contract Term:** Two five year contracts

**Short Contract Description:** (1) Purchase of ethernet switching and (2) Purchase of replacement wireless access points.

**Solicitation Method:** Invitations to Bid

**Solicitation Issue Date:** February 3, 2021

**Contract Manager Name & Title:** Don Wolff, Chief Technology Officer, Office of Technology and Information Services

**Reason for advance authorization request:**

These contracts are supported by ERate Category 2 funding for network switches and wireless access points. ERate regulations stipulate that all contracts must be posted for 28 days for competitive bids and that all contracts must be posted for ERate approval between January 14, 2021 and March 25, 2021.

In order to meet the ERate deadlines we are seeking pre-authorization for these contracts not to exceed \$5,121,361.36 for ITB # 2021-2944 and \$2,118,677.75 for ITB #2021-2945. Meeting the ERate guidelines will make these contracts eligible to receive 60% reimbursement from ERate funds.

These solicitations closed at 2 PM on March 4, 2021 after the 28 days open period required by ERate. The Intent to Award notifications have been sent to Ednetics, Inc. but there was not sufficient time to get full contract packages together prior to this Board meeting.

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I understand that I am seeking the Board's advance approval only and that no work may begin until the proposed contract (with all attachments) is reviewed by Purchasing & Contracting and signed by authorized signers for both parties.

Contract Manager's signature:



Don Wolff, Chief Technology Officer