



Travis Fulton
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January 11, 2022

Dr. Karen Barber
Superintendent of Schools
6032 Hwy 90
Milton, FL 32570

Dear Dr. Barber,

In compliance with School Board Policy 7.70, approval is requested for payment in the amount of \$207,675.00 to FOCUS School Software. Funds were approved and budgeted for this purpose; however, the services were provided prior to issuance of a purchase order, as detailed in the attached letter. Board approval is required for disposition of this matter.

Remedial training will be conducted with school administration and employees regarding the process of this purchase.

Sincerely,

Travis Fulton



David Hicks
Assistant Superintendent
Information Technology Services
5086 Canal Street
Milton, Florida 32570
Phone: 850-983-5081
E-mail: hicksd@santarosa.k12.fl.us

January 11, 2022

TO: Travis Fulton
Purchasing Manager

CC: Dr. Karen Barber
Superintendent

FROM: David Hicks
ITS

A handwritten signature in black ink, appearing to be "DH", enclosed in an oval.

RE: Focus SIS 2021-2022 Annual Support Purchase Order

The reason the support renewal for Focus was submitted late was due to some confusion, on my part, with the Focus SIS Implementation sign-off. I recognize this issue now, and I welcome the opportunity to review the purchasing policies and procedures to make sure we're all in compliance, no matter the situation.

Not to abate this error, but to demonstrate that it was handled in good faith, ITS saved the district \$43,525 in Focus SIS annual support and licensing fees for the 2021-2022 school year.



Purchase Requests/Orders ☆

BRYAN GABBARD

Budgeting/General Ledger Purchasing/Accounts Payable Fixed Assets Transportation Human Resources Payroll Setup Employee Self Service Reports

Focus

Requisition # 903358145	PO # N/A	Author GLASS, SUE ANN	Vendor V000020890 - FOCUS SCHOOL SOFTWARE V000020890 FOCUS SCHOOL SOFTWARE 475 CENTRAL AVENUE ST PETERSBURG, FL 33701	Bids <input type="checkbox"/>	E-Verify No	Vendor Contact	Vendor Payment Terms N/A
Terms & Conditions Suspension, Debarment, Public Entity Crimes, In...			Deadline Date				
PO Status Open	Request Type Standard	Request Date/Status 01/04/2022 15:20:49	Order Contact	Center/School Contact	Deliver To 9033 : INFORMATION TECHNOLOGY SERVICES	Requesting Facility 9033 : INFORMATION TECHNOLOGY SERVICES	
Bill To 9033 : INFORMATION TECHNOLOGY SERVICES							

Line Items

Import

Ref. #	Item #	Description	Qty	UOM	Unit Price	Amount	Shipping	Receivers	
1		Focus SIS Annual Maintenance	1.00		207675.00	207675.00	<input type="checkbox"/>		Asset Info
1		Hosting-\$29,250.00 (1.00); LMS-Navigate Item Bank-\$54,112.50 (1.85); LMS Annual License Fee-\$43,875.00 (1.50); LMS D	1.00		0.00	0.00	<input type="checkbox"/>		Asset Info
1							<input type="checkbox"/>		
Total						207,675.00			

Allocations

Ref. #	Fund	Function	Object	Facility	Project	Program	Budgeted	Committed	Encumbered	Expended	Balance	Amount
1	100 : GENER...	8200 : ADMIN T...	691 : CAPITA...	9033 : INFOR...	907333 : SYS...		207,675.00	0.00	0.00	0.00	207,675.00	207675.00
Total											207,675.00	

Focus School Software

P.O. Box 2194

St. Petersburg, FL 33731-2194

(727)388-7004

steven@focusschoolsoftware.com



INVOICE

BILL TO

Santa Rosa County District

Schools

6032 HWY. 90

Milton, FL 32570

INVOICE # INV4398**DATE** 12/17/2021**DUE DATE** 01/16/2022**TERMS** Net 30

DESCRIPTION	QTY	RATE	AMOUNT
Focus SIS Annual Maintenance	29,250	3.50	102,375.00
Hosting	29,250	1.00	29,250.00
LMS-Navigate Item Bank	29,250	1.85	54,112.50
LMS Annual License Fee	29,250	1.50	43,875.00
LMS Discount 50%	1	-21,937.50	-21,937.50

Thank you for your business!

SUBTOTAL	207,675.00
TAX	0.00
TOTAL	207,675.00
BALANCE DUE	\$207,675.00