

**(ATTACHMENT 1) Action on Monthly Finance Matters: Change Orders in Excess of \$25,000 and Emergency Purchases Due to COVID-19; Acceptance of the Report on Revenues and Expenses; Monthly Expenditure Control Report; Report on School Fund Transfers; Report on Contracts under \$50,000 and Cumulative Total Report; Report on Monthly Grant Awards; Acceptance of Donations.**

**REPORT ON CHANGE ORDERS IN EXCESS OF \$25,000**

In compliance with Administrative Policy 3.09(10)(e)1, the Administration is reporting change orders to existing contracts whose collective net value exceed \$25,000.

**Contract: C29938  
Parallel Employment Group**

On April 21, 2021, the Milwaukee Board of School Directors and Parallel Employment Group, Inc. entered into Professional Services Contract number C029938 (“Contract”), with a term of May 1, 2021, through April 30, 2022, for qualified, diverse substitute teachers for regular education and special education of Pre-Kindergarten through 12<sup>th</sup> grade. On November 3, 2021, additional funds were added to cover additional substitute teachers for the District. On December 20, 2021, the contract was extended through December 31, 2022, and additional funds added to support para vacancies as well as substitute teacher shortages across the District.

Original Contract Amount: \$109,999.00  
Increase: \$100,000.00  
Adjusted Contract Amount: \$209,999.00

**REPORT ON EMERGENCY PURCHASES DUE TO COVID-19**

In compliance with Administrative Policy 3.09(14)(c), the Administration is reporting emergency purchase orders with a vendor for products related to the Covid-19 pandemic. Due to the emergency nature of this procurement, the purchase was not previously approved by the Board.

Vendor	Purchase Order	PO Total	Description of Goods	Procurement Basis
<b>Diamond Discs</b>	P956427	\$1,072,050.75	KN95 Face Masks: 682,400 Children Masks and 1,304,005 Adult Masks	ETB
<b>Diamond Discs</b>	P957082	\$816,228.00	KN95 Face Masks: 578,400 Children Masks and 937,200 Adult Masks	ETB
<b>Office Depot</b>	P956937	\$81,028.04	Purell Hand Sanitizer(13,157 each) & Kleenex Tissue (35,305 boxes)	ETB
<b>Cintas</b>	P957220	\$35,975.00	2878 boxes Nitrile Gloves	ETB
<b>Nassco</b>	P957027	\$17,084.15	505 cases Clorox Wipes	ETB