

ADMINISTRATIVE CIRCULAR NO. 38
Office of the Executive Director, Leadership and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: December 11, 2015

To: Area Superintendents, Middle Level and Senior High School Principals

Subject: PROCUREMENT OF FACILITIES, EQUIPMENT, AND SERVICES FOR HIGH SCHOOL GRADUATION AND MIDDLE-LEVEL PROMOTIONAL EXERCISES

Department and/or Persons Concerned: Site Administrators and Planning Committees

Due Date: February 26, 2016

Reference: Administrative Procedure 4770

Action Requested: Provide information and supporting documentation as requested on Attachment 1.

Brief Explanation:

Complete and return Attachment 1 to the Strategic Sourcing and Contracts Office (Attn: Andrea O'Hara) by February 26, 2016 to request facility rentals, chair/stage equipment rentals, sound equipment rentals and sound checks, equipment hauling, and security services needed for graduation and promotional exercises.

Guidelines for Requesting Facility Rental (Attachment 1, Section A):

Schools are required to obtain approval from the appropriate Area Superintendent to hold off-campus graduation/promotion ceremonies. (Complete Attachment 3, Administrative Circular No. 37). Notify Andrea O'Hara at 858-522-5820 or aohara@sandi.net for district contract requirements if the graduation venue is to be offsite. The original, unsigned contract must be submitted to Andrea O'Hara no later than **February 26, 2016**. It is the school's responsibility to contact Transportation Services to make the necessary arrangements for student transportation to and from off-campus locations. Site funds should be used to pay for facility rentals.

Guidelines for Requesting Chairs/Stage/Sound Equipment Rental (Attachment 1, Sections B and C):

Request only a reasonable number of items such as chairs to ensure the most equitable district-wide allocation of limited quantities of equipment. (*Note that due to the limited number of folding chairs available, some schools may not receive the color of chairs requested.*) Contact the vendor with specific needs, and request a written quotation for use in preparing an e-Pro requisition. Attach the quotation to the requisition or fax to Andrea O'Hara at 619-542-5720.

If your site needs to provide ADA accommodations for the ceremony, two ramps are usually required due to the flow of traffic on and off the stage in one direction. The stage height, in inches, must be indicated on the e-Pro requisition under "description and line comments." This will determine the ramp length. For questions regarding ramps, contact the ADA office by February 26, 2016 at 619-725-7225.

Centralized funding will be provided to cover the cost of **equipment rental** (chairs, sound systems, stages, ramps), **up to \$2,000 for each senior high school campus. NOTE: This is for high schools only.** (*Note: High schools may choose to use this funding for rental of facilities or to purchase non-capitalized equipment in lieu of equipment rental*). Middle schools must use site funds to cover equipment rental costs. Costs in excess of the maximum indicated above or for other types of expenditures are the site's responsibility and must be paid with site funds.

Guidelines for Requesting Sound Equipment Check (Attachment 1, Section D):

Requests for sound equipment check must be made through PPO at <http://pposervices.sandi.net/>. In emergencies, contact the Work Order desk at 858-627-7250.

Guidelines for Requesting Equipment Hauling (Attachment 1, Section E):

If the services of district truck drivers are needed to haul equipment, it is important that schools adhere to the times indicated for commencement exercises. Requests for equipment hauling must be made through Distribution Services, 858-496-8210.

Guidelines for Requesting Security Services (Attachment 1, Section F): Security services should first be requested from School Police Services. If the services of an outside vendor are required, contact Katherine Smolen at 858-522-5811 or ksmolen@sandi.net for a list of district-contracted security service vendors. Site funds must be used to pay for security.

Budget and e-Pro Information:

Centralized funding is provided for rental of equipment, facilities and non-capitalized equipment **for High Schools only**. High schools may submit e-Pro requisitions charging the following accounts (use your site's cost center in the XXXX):

Description	Category	Budget No.
Rental of Equipment	SVC_5619	XXXX-00070-00-5619-2700-0000-01000-0000
Rental of Non-Educational Facilities	SVC_5621	XXXX-00070-00-5621-2700-0000-01000-0000
Equipment Non-Capitalized	GDS_4519	XXXX-00070-00-4491-2700-0000-01000-0000

In the "Additional Information" box on the e-Pro, include: Sr. High School Graduation Ceremony for (*school name*), Contact Name and Telephone Number.

For site-funded items, schools must submit e-Pro requisitions that include valid budget numbers and a full and complete description of items needed. Attachment 1, including e-Pro numbers and a copy of the quotation from the vendor must be faxed to Andrea O'Hara at 619-542-5720.

Any questions regarding the procurement of graduation/promotion ceremony materials may be directed to Andrea O'Hara at 858-522-5820 or aohara@sandi.net.

APPROVED:



Jim Solo
Executive Director, Leadership and Learning

JS:ls

Attachment (1)

Distribution: Lists B, E, and F

2016 GRADUATION/PROMOTION CEREMONIES

School Name _____ Location No. _____
 Site Contact: _____ Phone Number: _____
 Graduation Date: _____ Start Time: _____ End Time: _____
 Ceremony Location: _____

PLEASE NOTE: A SEPARATE E-PRO MUST BE PREPARED FOR EACH CATEGORY and EACH VENDOR.

A. Facility Rental Required – School to prepare e-Pro Yes No, not required
If ceremonies are held off campus, an original, unsigned contract is required and must be received by SDUSD Strategic Sourcing and Contracts by February 26, 2016. For questions contact Andrea O'Hara (858-522-5820)

Contract Reviewed by (Name of Principal) _____ Date: _____

E-Pro # _____ Cost: _____ PO # _____

B. Chair / Stage Equipment Rental Required – School to prepare e-Pro Yes No, not required
Please fax a copy of quote Strategic Sourcing and Contracts (619-542-5720)

of Folding Chairs
(please note that due to a limited number of chairs available, some schools may not receive the color of chair requested) _____

Vendor _____

Stage/Risers/Ramps Needed
 (please describe briefly) _____

E-Pro # _____ Cost: _____ PO # _____

C. Sound Equipment Rental Required – School to prepare e-Pro Yes No, not required
Please fax a copy of quote to Procurement and Contracts (619-542-5720)

Vendor _____ Contact Info: _____

E-Pro # _____ Cost: _____ PO # _____

D. Equipment Check Required for District Sound System? Yes No, not required

If yes, school should contact PPO Work Order Desk at <http://pposervices.sandi.net/>.

E. Equipment Hauling Requirements - school to make arrangements directly with Distribution Services, Pablo Gonzalez (858-496-8210):

Description of Equipment to be Hauled: _____

Pickup From	Time	Delivery To	No Later Than	Pickup Time for Return

If assistance needed after regular work hours (6:00 am -2:30 pm) a budget string must be provided.

F. Security Requirements - School to make arrangements directly. Security is funded by the school site.
Contact SDUSD Police.

RETURN FORM TO STRATEGIC SOURCING AND CONTRACTS, CARDINAL LANE, OR FAX TO 619-542-5720