M E M O R A N D U M

**TO: Dr. Randy Poe, Superintendent**

**Mr. Matt McIntire, Chairperson**

 **Board Members**

**FROM: Jehan Ghouse, Purchasing Administrator**

**DATE: January 29, 2020**

**RE: MUNIS Contract Management Module**

**The Process and Performance Management Department coordinated a project to improve the contract approval process for the District. As one of the outcomes, the working group recommended utilizing the Contract Management module in MUNIS to improve the contract review and approval process. Additionally the module will serve as a repository for approved contracts for the District.**

**Tyler Technologies has agreed to make the module available to the District on a three month trial basis during which time the District will only be charged service fees and expenses. All other fees will be deferred pending testing and acceptance. If the District determines that the module is unsuitable for its intended purpose, the deferred fees will not be charged.**

**The cost of the module is as follows:**

 **One Time Fee: $19,100.00**

 **Recurring Fees: $ 2,700.00**

**I recommend the purchase of the MUNIS Contract Management module from Tyler Technologies, as presented.**