

LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

AGENDA ACTION ITEM**TOPIC:** APPROVAL OF FINANCIAL SERVICES CONSULTING SERVICES**SUBMITTED BY:** Diana M. Asseier, Superintendent**DATE FOR BOARD CONSIDERATION:** February 21, 2017**RECOMMENDATION:**

The Lake Havasu Unified School District #1 governing board is asked to approve issuance of a purchase order for financial services consulting, through The Professional Group Public Consulting, Inc., at an amount not to exceed \$49,000.00.

RATIONALE:

Missy Wood, the former Director of Business Services, retired from the district on January 4, 2017. Since her retirement, the governing board made the decision to hire Mike Murray, currently the principal at Starline Elementary School, to fill the position. Mr. Murray's start date was February 1, 2017.

Although Mr. Murray has business experience and has taken several accounting and budgeting courses through the Arizona Association of School Business Officials, there will be a learning curve to become familiar with completing and submitting the revised 2015-17 budget, the proposed 2017-18 budget, the adopted 2017-18 budget and to meet other deadlines mandated by the State of Arizona. This is especially true currently, given the recent passage of Proposition 123, the recent voter approval of a bond and override election, and the change from prior year to current year funding.

Attached is a quote from The Professional Group Public Consulting, Inc., a well respected and long standing educational consulting firm in the State of Arizona. PGPC has assisted many districts in similar situations. Because PGPC is covered by a Mohave Contract, the bidding process has already taken place.

PGPC has estimated the "not to exceed" cost at \$49,000.00; however we anticipate the actual amount spent will be much less.

The quote and purchase order requisition have been reviewed by the district's purchasing department.

Approved for Transmittal to Governing Board


Superintendent



The Professional Group
PUBLIC CONSULTING, INC.

"To Assist, Educate, and Train"

www.pgpc.org
Phone: 480-699-4458

2855 E. Brown Road
Suite 19
Mesa, AZ 85213-4216

Procurement
ADM/AzEDS Support
General Fixed Assets
Warehouse
Payroll
Human Resources
Accounts Payable
Business Services
Risk Management
Grants Management
Food Service
Student Activities

January 18, 2017

Diane Asseier, Superintendent
Lake Havasu Unified School District #1
2200 Havasupai Blvd.
Lake Havasu City, AZ 86403

RE: Financial Services Consulting
Mohave Contract #12F-PGPC2-0522

Dear Superintendent Asseier:

The Professional Group Public Consulting, Inc. is pleased to provide Lake Havasu Unified School District the following quote for Training of the new Director of Business and assistance in the Business Office on an as needed, when needed basis. Assumes remote access, and communication via Go-To-Meeting, etc.

Mohave Contract: **#12F-PGPC2-0522**
Management Consultant @ \$150.00/hr.

Estimated cost is not to exceed **\$49,000.00**

Estimated 275 hours \$41,250.00

Travel Time @ one half the hourly rate \$ 4,800.00

Mileage @ .445 per mile \$ 1,653.17

Lodging @ the local rate approx \$ 1,225.00

Any additional work would be invoiced at the \$150.00/hr. rate.

This quote, for your purchase order, is good through May 22, 2016.

Thank you for the opportunity to serve Lake Havasu USD.

By choosing **The Professional Group Public Consulting, Inc.** as your administrative partner, you can be confident that you are providing the best for your district, your staff and your community.

Cordially,

Caroline

Caroline Brackley
For the Firm