

F-14

**DEPARTMENT OF SPECIAL SERVICES
TOWNSHIP OF UNION PUBLIC SCHOOLS
M-E-M-O-R-A-N-D-U-M**

TO: Greg Tatum

C: Diane Cappiello
Julia Vicidomini

From: Kim Conti

Re: Board Agenda

Date: February 8, 2019

Approve an Increase to Purchase Order # 19-01106 with Jewish Vocational Services (354 Eisenhower Parkway Plaza 1, Suite 2150 Livingston, NJ 07039) to provide Vocational Evaluations at the rate of \$900.00 per evaluation and Community Based Assessment at the rate of \$60.00 per hour from \$1,800.00 to \$9,000.00 to meet the district needs. (Acct. #11-000-219-320-01-19)

When this service was board approved for the 2018-2019 school year, we had incurred two evaluations (2017-2018) and the year before only one (2016-2017). Therefore, the budgeted amount of \$1,800.00, allowing for two evaluations, appeared reasonable.

The increase to this purchase order is partially due to another vendor who is contracted for this service now unable to perform the evaluations due to insufficient staffing. Additionally, while this type of service remained fairly consistent in recent years, the need for vocational evaluations to meet students' needs in the current year has increased.

At this time, we do not anticipate requiring additional funds to increase this purchase order, as we have other purchase orders not projected to utilize all of their appropriated funds. Therefore, we will reallocate funds within the contract related account.