

Ms. Perla Tabares Hantman, Chairman

SUBJECT: REVIEW OF BEST PRACTICES FOR TRAVEL PURCHASES

COMMITTEE: FISCAL ACCOUNTABILITY AND GOVERNMENT RELATIONS

LINK TO STRATEGIC PLAN: EFFECTIVE & SUSTAINABLE OPERATIONAL PRACTICES

Periodic review of best business practices and procedures is critical for the efficient performance of any organization, either public or private. For this reason, it is important to stay apprised about new and improved cost-effective alternatives when procuring goods and services for any business. With the expanded use of technology and e-commerce, many industries have modernized their business models, creating attractive markets for customers looking for the best deals. One of the most impacted industries has been travel and travel-related services, which the District and the Board utilize occasionally as part of our regular course of business. It is in the best interest of the Board to remain updated and conduct a review of current practices and procedures in the procurement of travel services utilized by the School District and the Board, with the goal of identifying areas for financial improvement and efficiency.

This board item seeks to direct the Superintendent of Schools to provide a report listing the companies that have provided travel services to the School Board and the School District, administration and staff, including purchases made by school sites for personnel and students, in the last five (5) years, specifying the number of purchases made to each company and total amount of tickets purchased from each company; and including an updated review of best practices in the procurement of travel-related services, with the goal of identifying areas for financial improvement and efficiency.

This item has been reviewed and approved by the Board Attorney's Office as to form and legal sufficiency.

ACTION PROPOSED BY CHAIRMAN

MS. PERLA TABARES HANTMAN:

That The School Board of Miami-Dade County, Florida, direct the Superintendent of Schools to submit a report:

1. listing the names of companies that have provided travel services to the School Board and the School District, administration and staff, including purchases made by school sites for personnel and students, in the last five (5) years, specifying the number of purchases made to each company and total amount of tickets purchased from each company; and
2. including an updated review of best practices in the procurement of travel related services, with the goal of identifying areas for financial improvement and efficiency. This report must be submitted to the School Board at the Fiscal Accountability and Government Relations Committee Meeting of July 13, 2022.