

**SUPERINTENDENT**

Mr. Fred Trujillo  
[fred.trujillo@k12espanola.org](mailto:fred.trujillo@k12espanola.org)  
Website: [www.k12espanola.org](http://www.k12espanola.org)  
405 Hunter Street  
Española, New Mexico 87532  
505-753-2254 – 367-3303  
Fax 505-367-3363

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**DATE:** July 31, 2020

**TO:** Fred Trujillo, Superintendent  
Española Public Schools

**FROM:** Richard Halford, Chief Financial Officer  
Española Public Schools

**RE:** Change of Vendor for Chromebook Order

This memo is in response to the recent and necessary decision to change vendors from MNJ Technologies (through Cooperative Education Services) to Provelocity, LLC to ensure that sufficient number of chrome books are received prior to the start of school, scheduled to begin on August 17, 2020 in the form of Distance Learning.

In a letter dated July 28, 2020 from Lenevo (the makers of the chromebooks), we were informed of a serious shipping delay that would push the receipt of these devices to beyond the start of the school year. Because we do not currently have enough devices for each of our students, this would result in some students being shut out of the learning process.

Because EPS is statutory obligated to provide every eligible child within the school district's boundaries a free education and because of the recent state health order, the only legal way for us to deliver this instruction would be through the Distance-Learning methodology, as mandated by the governor, which requires that each child has a digital device capable of receiving such instruction.

While I fully confident that we did our best and made a good faith effort to procure these at a lower price, circumstances beyond our control made it necessary to explore other options when this first choice was no longer viable. We also believe that the price we will be paying for this revised order is competitive and what we could expect at this time, given the delivery obstacles that all school districts across the country are facing from this decision.

Given these legal considerations, I believe that this is a valid expenditure and we are within our rights under the State Procurement Code to make this change and will ask our Chief Procurement Officer to submit the necessary paperwork to the state sunshine portal to demonstrate our desire for transparency. Thank you.