



## ***MEMORANDUM***

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**TO:** Susan R. Wilson, Chief Financial Officer  
**FROM:** Mickie Dietrich, Director of Purchasing  
Michael Bass, Director of Athletics  
Jennifer Ortiz, Contract Specialist  
**DATE:** May 27, 2016  
**RE:** District Wide Athletic Trainers

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In the best interest of the District, a Request for Qualifications was sent out on March 8, 2016. Three responses were received, with two qualifying RFQ submitted by Methodist and Memorial Hermann which serve school districts of the same size or larger. Although not required by either state or federal law, a competitive process was utilized for this year's selection.

As stated in the State Purchasing Law 44.031(f) and Texas School Law Sec. 2254.002-003, a district is not required to select a provider of professional services through the competitive bid process but shall make their selections based upon demonstrated competence, qualifications and reasonable pricing which may not exceed the maximum professional fees for the prescribed service as provided by law.

We are requesting approval of Methodist Hospital for our District Wide Athletic Trainers Program.