

## **EXECUTIVE SUMMARY**

### **Recommendation to Approve Agreement 17-047-1N – Yearbooks and Memory Books for All Schools**

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Request for Proposal (RFP) 17-047-1N - Yearbooks and Memory Books for All Schools, was re-released on August 21, 2017, to increase the pool of qualified vendors available for use under this RFP. The Office of School Performance & Accountability utilizes this RFP, to provide a pre-approved list of vendors servicing the District. Item E-5 was presented to the School Board on March 21, 2017, for the approval of five (5) vendors based on the original release of the RFP on October 24, 2016.

This request is to approve the agreements with Jostens, Inc. and PlattSCO, Inc. d/b/a Yearbooklife for two (2) years and five (5) months, from December 7, 2017 through May 31, 2020, with an option for two (2) additional one (1) year periods. The funding for the services procured under this RFP will come from parents/guardians and students with no financial impact to the District. However, it should be noted that all payments are collected and organized by each school.

The solicitation for this RFP ran from August 21, 2017 through September 22, 2017. Three hundred and sixty-five (365) vendors were notified, eight (8) vendors downloaded the RFP and two (2) proposals were received prior to bid opening. The evaluation committee meeting was held on October 3, 2017, consisting of five (5) members. The addition of the two (2) vendors being recommended will increase the qualified pool of vendors to seven (7).

- Herff Jones, LLC
- Jostens, Inc.
- Lifetouch National School Studios Inc.
- PlattSCO, Inc. d/b/a Yearbooklife
- Strawbridge Studios, Inc.
- Taylor Publishing Co., d/b/a Balfour
- Walsworth Publishing Company, Inc.

Jostens, Inc. and PlattSCO, Inc. d/b/a Yearbooklife have serviced the District for many years and the decision to re-release the RFP is primarily based on the request from schools. Procurement & Warehousing Services believes the addition of these vendors will provide greater variety and continuity for the District's schools.