

## EXECUTIVE SUMMARY

### Recommendation to Approve First Renewal and Additional Spending Authority 16-052N – Caps, Gowns, and Announcements

---

#### **Introduction**

##### **Responsible: Procurement & Warehousing (PWS)**

This request is to approve the First Renewal and Additional Spending Authority for Request for Proposal (RFP) 16-052N - Caps, Gowns and Announcements with Chuck Puleri & Associates, Inc. and Jostens, Inc. that provides caps, gowns, announcements, and honor cords for graduating students throughout the District. Chuck Puleri & Associates, Inc. was approved by the School Board at the RSBM on July 26, 2016, under Item E-11 for three (3) years starting July 27, 2016 through April 30, 2019, with a renewal option for two (2) additional one (1) year periods, with an approved spending authority of \$100,000. Based on the second release of RFP 16-052-1N, Josten's Inc. was approved by the School Board at the SBOM on August 8, 2017, under Item EE-7, with an additional spending authority of \$160,000. Upon the approval of that item, the new spending authority was \$260,000.

#### **Goods/Services Description**

##### **Responsible: Office of School Performance & Accountability (OSPA)**

The purpose of this RFP is to provide caps, gowns, announcements, and honor cords for graduating students, which will be purchased by schools and departments around the District. Each awardee provides a representative that in partnership with the school provides products and services to create a memorable experience for the graduating class. The vast majority of spending for this bid will come from the parents and students. This solicitation gave the District a way to offer fixed pricing and qualified vendors for schools, parents, and students.

#### **Procurement Method**

##### **Responsible: PWS**

These agreements are being amended to renew for an additional year, expiring on April 30, 2020. The decision to renew was based on the following:

- There is a limited number of established Vendors providing these products in Broward County, which was demonstrated when only two (2) proposals were received during the previous bid openings.
- Chuck Puleri & Associates, Inc. that is our primary Vendor has serviced the District for more than twenty (20) years.
- Chuck Puleri & Associates, Inc. reduced the price of some products and received positive feedback from our survey, see attached.

The agreement with Chuck Puleri & Associates, Inc. was awarded based on the release of RFP 16-052N which ran from February 29, 2016 through March 29, 2016. There were seventy-four (74) vendors notified, five (5) vendors downloaded the RFP, and two (2) proposals were received before bid opening.

The agreement with Jostens Inc. was awarded based on the second release of RFP 16-052-1N which ran from March 15, 2017 through April 18, 2017. There were sixty-eight (68) vendors notified, seven (7) vendors downloaded the RFP, and one (1) proposal was received before bid opening.

Although Jostens, Inc. is not currently providing this service to any of our schools, they have agreed to renew for an additional year and will be an option for schools if needed. They are awarded on multiple other RFPs and are providing comparable prices.

**Recommendation to Approve First Amendment and Additional Spending Authority  
16-052N – Caps, Gowns, and Announcements  
March 5, 2019 Board Agenda  
Page 2**

**Financial Impact  
Responsible: PWS and OSPA**

The requested additional spending authority for the one (1) year renewal will be \$53,000, as demonstrated below:

<u>Total spending authority estimated for renewal period (12 months @ \$7,000)</u>	<u>\$ 84,000</u>
<u>(-) minus estimated total unused authorized spending at the end of current contract</u>	<u>\$ 31,128 **</u>
<b><u>Total requested spending authority (rounded)</u></b>	<b><u>\$53,000</u></b>

\*\* Estimated spend for the end of the contract period is based on the below:

<u>Current total unused authorized and available spending</u>	<u>\$ 52,128</u>
<u>(-) minus three (3) months still pending in current contract (3 months @ \$7,000)</u>	<u>\$ 21,000</u>
<u>Estimated total unused authorized spending at the end of current contract</u>	<u>\$ 31,128</u>

Upon the approval of this item, the total approved spending authority will be \$313,000.

Funding for this Bid will come from requesting schools' and the Athletics & Student Activities department operating budget.