

## EXECUTIVE SUMMARY

### Recommendation of \$500,000 or Less FY20-152 – Class Rings

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#### **Introduction**

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

This request is to approve the recommendation to award RFP FY20-152 – Class Rings for a period of three (3) years, starting on January 1, 2020 through December 31, 2022, with two (2) optional one year (1) renewal periods. RFP FY20-152 was released to provide a pool of qualified vendors for class rings. The awarded vendors are Chuck Puleri & Associates, Inc. and Jostens, Inc., and they will replace the current RFP 17-059N for Class Rings, which expires on December 31, 2019.

There is no financial impact to the District.

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

**Responsible: Career, Technical, Adult & Community Education (CTACE)**

This RFP will be used by the Office of School Performance & Accountability to provide a pool of qualified vendors to provide class rings. A wide variety of rings will be offered with the ability to customize them based on individual preferences. Additional services include access to experienced and fully trained staff to guide and assist with ordering, scheduled onsite school events-if requested by parents/guardians, payment plan options and lost or stolen ring protection.

#### **Procurement Method**

**Responsible: PWS**

The solicitation for this RFP ran from October 18, 2019 through November 8, 2019. Two hundred and twenty-three (223) vendors were notified, two (2) vendors downloaded the RFP, and two (2) proposals were received prior to bid opening. Both vendors surpassed the minimum points required, have provided service to the county for many years, and are being recommended by the committee to become a part of the qualified pool.

The Affirmative Procurement Initiative recommended by the Supplier Diversity and Outreach Program for this Bid is the Evaluation Preference for SBE Prime bidders.

#### **Financial Impact**

**Responsible: PWS and CTACE**

There is no financial impact to the District. The services procured under this RFP are paid directly by parents/guardians and/or students.

Supplier Evaluations are not included as part of this agenda item since the services are purchased by parents and students; therefore, performance for these vendors cannot be evaluated by staff at this time.