

EXECUTIVE SUMMARY

Recommendation to Approve First Amendment and First Renewal to Agreements 17-047N – Yearbooks and Memory Books

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the First Amendment and First Renewal to the Agreements for Request for Proposal (RFP) 17-047N – Yearbooks and Memory Books that provide a pool of qualified vendors for schools to assist in producing high-quality books encapsulating the personal experiences, highlights, and trademarks of each school.

The RFP was first approved by the School Board at the Regular School Board Meeting on March 21, 2017, under Item E-5 for three (3) years and two (2) months, starting March 22, 2017 through May 31, 2020, with a renewal option for two (2) additional one (1) year periods. Five (5) Vendors were approved under this item; however, the RFP was treated as the contractual document, and no individual agreements were approved. The School Board approved the second release of the RFP on December 5, 2017, under Item E-3 for two (2) years and five (5) months, starting December 12, 2017 through May 31, 2020. Two (2) Vendors were approved under this item, and individual agreements were completed for each Vendor.

The purpose of this Amendment is to renew for an additional year, expiring on May 31, 2021.

Goods/Services Description

Responsible: Office of School Performance & Accountability (OSPA)

This RFP is used by the Office of School Performance & Accountability (OSPA) to provide a pool of qualified vendors for schools. Each awardee provides a local representative to assist the schools in producing high-quality books encapsulating the personal experiences, highlights, and trademarks of each school. These books are a symbol of pride that captures each moment in an artistic fashion. All vendors awarded have serviced the District for many years and have developed a relationship with the District's schools.

Procurement Method

Responsible: PWS

The solicitation for this RFP ran from October 24, 2016 through November 30, 2016. One hundred eighty-five (185) vendors were notified, sixteen (16) vendors downloaded the RFP, and eight (8) proposals were received prior to bid opening. The evaluation committee meeting was held on December 6, 2016, consisting of four (4) members, and in accordance with the requirements of the RFP, five (5) proposers were recommended for award.

The second 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. Two (2) additional vendors were recommended for award, increasing the qualified pool of vendors to seven (7).

Financial Impact

Responsible: PWS and OSPA

There is no financial impact to the District as payments are made by parents/guardians.