

EXECUTIVE SUMMARY

Recommendation to Approve First Amendment and First Renewal to Agreement 17-048N – Senior Portraits

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the First Amendment and First Renewal to Agreement for Request for Proposal (RFP) 17-048N – Senior Portraits that will be used by the Office of School Performance & Accountability (OSPA) to provide a pool of qualified vendors to be utilized by the District.

The RFP was first approved by the School Board at the RSBM on April 18, 2017, under Item E-6 for three (3) years starting April 19, 2017 through April 30, 2020, with a renewal option for two (2) additional one (1) year periods. Although the item was approved, the School Board requested that individual agreements be completed for each vendor and presented for approval later. The agreements were created and approved by the School Board at the SBOM on August 8, 2017, under Item E-4.

The purpose of this Amendment is to renew for an additional year, expiring on April 30, 2021.

Goods/Services Description

Responsible: Office of School Performance & Accountability (OSPA)

This RFP is used by OSPA and provides a pool of qualified vendors to be utilized by the District. Each awardee has a local facility and will provide a local representative to assist the seniors in creating portraits commemorating their high school

Procurement Method

Responsible: PWS

The solicitation for this RFP ran from January 24, 2017 through February 24, 2017. One hundred and seventy-eight (178) vendors were notified, twelve (12) vendors downloaded the RFP, and four (4) proposals were received prior to bid opening. All vendors surpassed the minimum points required, have provided service to the county for many years, and were recommended by the committee to become a part of the qualified pool.

Financial Impact

Responsible: PWS and OSPA

There is no financial impact to the District.