

EXECUTIVE SUMMARY

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

Introduction

Responsible: Procurement & Warehousing (PWS)

This request is to approve the Second Renewal, Amendment 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 two (2) years and nine (9) months 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 the 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. The first renewal and additional spending authority was approved by the School Board at the SBOM on March 5, 2019, under Item EE-8, with an additional spending authority of \$53,000. Upon the approval of that item, the new spending authority was \$313,000.

The additional spending authority being requested is \$83,000.

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

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.

These Agreements are being amended to renew for an additional year, expiring on April 30, 2021. The decision to renew is based on the limited number of established Vendors providing these products in Broward County. In addition, Chuck Puleri & Associates, Inc., that is the District's primary Vendor, has serviced the District for more than twenty (20) years.

**Recommendation to Approve Second Amendment and Additional Spending Authority
16-052N – Caps, Gowns, and Announcements
March 3, 2020 Board Agenda
Page 2**

**Financial Impact
Responsible: PWS and OSPA**

The requested additional spending authority for the one (1) year renewal will be \$83,000, as demonstrated below:

Historical average monthly expenditures	\$ 6,872
Number of months for renewal period	12
Projected expenditures for renewal	\$ 82,464
Total requested spending authority (rounded)	\$83,000

Procurement & Warehousing Services anticipates the current unused authorized and available spending of \$17,489 will cover the expenses through to the expiration of the bid.

Action	Date	Term (months)	Amount
Original spending authority request	7/26/2016	33	\$ 100,000
Additional spending authority (rounded)	8/8/2017		\$ 160,000
1st renewal + additional spending authority (rounded)	3/5/2019	12	\$ 53,000
2nd renewal + additional spending authority (rounded)	3/3/2020	12	\$ 83,000
New total contract amount		57	\$ 396,000

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

Upon the approval of this item, the total approved spending authority will be \$396,000. The financial impact amount represents an estimated contract value; however, the amount authorized will not exceed the estimated contract award amount.