



Consent Item

Date: September 14, 2026

Division: Finance

Subject: Renewal of RFP #F1067(A-B)-23 Printing – General and Custom

Background Information:

- Request for Proposal (RFP) #F1067-23 Printing – General and Custom was originally awarded by the Board of Trustees on September 11, 2023, followed by subsequent awards for iterations A and B. If approved, this will be the second and final term of this contract.
- This RFP provides general and custom printing services for campuses and departments, including but not limited to business cards, admittance slips, labels, workbooks/planners, custom notepads, 3-part forms, posters, flyers, postcards, brochures, letterhead, graduation programs, and envelopes.
- This renewal provides the District with continued access to a wide range of vendors, products, and services.
- Maintaining multiple vendor options ensures competitive pricing and overall best value based on price, quality, availability, and delivery timing, without obligating the District to make purchases.
- Federal fund expenditures remain subject to multi-step approval to ensure compliance with federal and local guidelines.

Administrative Consideration:

- Funding for these products and services will be provided through approved campus and departmental budgets, including general operating, state, federal, and grant funds.
- Previous annual expenditures:
 - 2025–2026: \$419,680
- Estimated Annual Expenditures: \$419,700 but will not exceed the approved budget(s).
- This procurement complies with Texas Education Code Section 44.031, EDGAR regulations (2 CFR 200), and all other applicable state, local, and federal procurement laws.

Recommendations:

- That the Lewisville ISD Board of Trustees approves the renewal of RFP #F1067(A-B)-23 Printing – General and Custom, the recommended vendor(s), and the estimated expenditures for the two-year renewal term.

Timeline/Report:

- Term: October 2026 – October 2028