Consent Item

Date: November 9, 2026 **Division**: Finance

Subject: RFP #3373-26 Promotional, Award, Recognition and Related Products and Services

Background Information:

- Request for Proposal (RFP) #3373-26 Promotional, Award, Recognition and Related Products and Services is a new bid to help provide qualified vendors to meet the needs of campuses and departments throughout the District. The solicitation was structured as a catalog discount bid, allowing vendors to offer discounts from their published catalogs or established pricing.
- Products available may include, but are not limited to, awards, trophies, plaques, medals, recognition items, promotional products, branded merchandise, certificates, and other related products and services used to recognize student and staff achievements and support the District and campus activities and events.
- 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.

Administrative Consideration:

- Notifications were sent to 1,068 vendors, and 29 responses were received.
- Funding for these products and services will be provided through approved campus and departmental budgets, including general operating, state, and local funds.
- Previous annual expenditures:
    - 2025–2026: $88,173
- Estimated annual expenditures: $100,000 but will not exceed the approved budgets.
- This procurement complies with Texas Education Code Section 44.031 and all other applicable state and local procurement laws.

Recommendations:

- That the Lewisville ISD Board of Trustees approves RFP #3373-26 Promotional, Award, Recognition and Related Products and Services, the recommended vendors, and the estimated annual expenditures for two years.

Timeline/Report:

- Term: November 2026 – November 2028