

**Purchase Request # 1**  
**Regular Board Meeting January 23, 2018**  
**Consideration of Approval to Purchase Promotional Products**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve a contract to purchase promotional products from Authentic Promotions, Big Hit Creative Group, 4imprint, and Logotology for the District.

**BACKGROUND**

This contract provides for the purchase of promotional products such as, but not limited to, banners, tablecloths, pens, cups, totes, flash drives, and backpacks. These purchases are made by departments District wide with Student Life, Human Resources, Public Relations, Grants & Contracts, and Recruitment & Programs placing the majority of the orders.

Invitation to bid (ITB) Number 4109 was issued to procure promotional products. Nine (9) responses were received and evaluated by the Purchasing Department who determined the bids submitted by Authentic Promotions, Big Hit Creative Group, 4imprint, and Logotology would provide the best value to the College. The bids submitted by Authentic Promotions, Big Hit Creative Group, 4imprint, and Logotology were determined to be both responsible and responsive to all solicitation requirements.

**IMPACT OF THIS ACTION**

The promotional products purchased are used to thank and incentivize current students, recruit new students, introduce and promote services, motivate employees, and expand advertising exposure.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

This purchasing request is for spend authorization for \$600,000.00 for three (3) years, which is budgeted in the various departments' 2017-2018 operating budget and subsequent year's budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**MONITORING AND REPORTING TIMELINE**

The term of contract will be three (3) years beginning March 1, 2018 through February 28, 2021.

**ATTACHMENTS**

Attachment 1 – Tabulation

**RESOURCE PERSONNEL**

Sherry Schumann      SVP Academic Workforce & Enrollment Services      972-548-3880