



---

To: Coppell ISD Board of Trustees  
From: Josette Dobbins, Director of Purchasing  
Date: July 28, 2025  
cc: Doug Williams, Diana Sircar  
Re: **Approval of Vendors for Informal Catalog Bids for SY2025-2026**

---

As part of our continued support of the district's procurement needs, the Director of Purchasing has issued several Requests for Proposals (RFPs) to establish pre-approved vendor options for various categories of goods and services. These solicitations are conducted as informal bids, which are simplified procurement processes used for purchases that do not require formal sealed bidding procedures. Such bids are typically used for smaller or recurring purchases, allowing the district to efficiently obtain goods and services while maintaining compliance with State, Local, and Federal procurement laws.

Historically, purchases made through these RFP contracts cannot be predicted or identified until the specific needs arise, and the district is obligated to issue formal procurement in accordance with legal aggregation requirements as outlined in the Texas Education Agency's 2024 Financial Accountability System Resource Guide, Update 19, Module 5. These RFPs will help support the ever-changing educational needs of our campuses and departments while ensuring compliance with applicable laws and regulations.

The bids recommended for approval are as follows:

- Bid # AthEqSvc-002-24R3 for Athletics Equipment / Services
- Bid # 961-23R3 for Catering, Prepared Foods and Retail Foods
- Bid #FoodSvc-001-24R3 for Food Services: Groceries/Restaurants and Other Related Services
- Bid # 837966-23R3 for Printing, Promotional Items, Awards and Related Services
- Bid #785-23R3 for School Equipment, Teaching Aids, Supplies, and Related Services including Online Subscriptions

**Term of Award:**

The vendors selected through this process will enter into a contract for catalog and categorical purchases, with an initial term of one (1) year, automatically renewable up to five (5) years through 2028, provided the vendor continues to meet the district's needs. The district reserves the right to award multiple suppliers per category to ensure the best value, in accordance with TEC Subchapter B, Sec. 44.031(b).

**Fiscal Impact:**

Funding for purchases under these contracts is included in the budgets of respective schools and departments.

**Recommendations:**

We recommend the board approve the award of contracts to the responsive and responsible vendors who respond to these catalog RFPs for the 2025-2026 school year to ensure continued support for district operations and compliance with procurement regulations.