



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Annaka Whiting, Chief Financial Officer
Date: June 10, 2025
Re: Printing and Promotional Items - One Step, Inc.

The Pre-Qualified Contractors program is a procurement method designed to streamline purchasing for supplies and services. Through this process, the district issues a Request for Proposals (RFP) or bid solicitation for an indefinite quantity contract, requesting unit pricing from vendors based on volume ranges. For example, a vendor may be asked to provide pricing for 0 to 500 units, 501 to 1,000 units, and so on. This approach allows the district to evaluate and award contracts based on submitted pricing and award multiple contracts for the same items to maintain flexibility and competitiveness. Once contracts are in place, the district can make purchases using purchase orders under the agreed terms, eliminating the need to solicit bids for each individual transaction. This process increases efficiency, provides pricing transparency, and reduces administrative burden.

A RFP was issued on May 9th for vendors to provide pricing for the following categories in which all items must be customizable with the district's logo and branding standards:

- T-shirts, hoodies, polos (youth and adult sizes)
- Banners, yard signs, posters
- Printed materials (brochures, flyers, postcards)
- Promotional items (pens, water bottles, tote bags, lanyards, etc.)
- Custom notebooks, planners, folders

The District received three responses and is seeking approval to award individual contracts to the respondents. This request is for Board approval to enter into a contract with One Step, Inc.

It is recommended that the Board of Education approve a contract for service with One Step, Inc, 806 W. 4th Street, Davenport, IA 52802 for fiscal year 2026, not to exceed \$75,000.

Investment Period: July 1, 2025 – June 30, 2026
Total Investment: Not to exceed \$75,000 for each approved vendor
Funding Source: District Funds

Rock Island-Milan School District #41

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