

# **Catalog Discount Proposal for Instructional Supplies, Services & Equipment**

**RFP# 170302**

March 21, 2017

## **SUMMARY:**

This item requests approval of RFP# 170302 for Instructional Supplies, Services & Equipment.

## **BOARD GOAL:**

VI. Growth, Change and Fiscal Responsibility...demonstrate effective and efficient management of district resources.

## **PREVIOUS BOARD ACTION:**

The previous proposal was approved on April 21, 2015. The current proposal expires on March 31, 2017.

## **BACKGROUND INFORMATION:**

This proposal establishes a preferred vendors list to be used to purchase Instructional Supplies, Equipment, and Services. Vendors included items and services for: Math, ELA, Science, Social Studies, Foreign Language, Health, and CATE. This is to name just a few areas.

A total of 326 proposals were received. After evaluating responses, four (4) proposals were rejected. Vendors that scored 85 points or higher are being submitted for award.

## **SIGNIFICANT ISSUES:**

The previous proposal had a one year extension on the award. However, with the implementation of the EDGAR guidelines using Federal Funds, this proposal was issued to ensure this category is EDGAR compliant.

This proposal is scheduled for a one year term, through March 31, 2018, with an option to extend for one (1) additional year ending March 31, 2019, upon governing body approval.

## **FISCAL IMPLICATIONS:**

The cost will be borne by the appropriate department or campus operating budget. This proposal will also be used to make purchases for upcoming bond projects.

## **BENEFIT OF ACTION:**

Passage will give discount-off catalog pricing for these different areas and assure that the district is in compliance with bid laws and local procedures.

## **SUPERINTENDENT'S RECOMMENDATION:**

It is recommended that the proposal be accepted for a term of one year with the option, upon governing body approval, to extend the proposal for one additional year.

## **STAFF PERSONS RESPONSIBLE:**

Debbie Monschke, Assistant Superintendent of Administrative Services  
Cindy Willis, Director of Purchasing  
Cheryl Farmer, Assistant Purchasing Agent

## **ATTACHMENT:**

Proposal Evaluation

## **APPROVAL:**

Signature of Staff Member Proposing Recommendation: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Divisional Assistant Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature of Superintendent: \_\_\_\_\_

Comments: \_\_\_\_\_