

TO: Dr. Randy Shaver
FROM: Nancy Williams McReynolds
RE: Awarding of Advertised Request for Proposals
DATE: September 22, 2009

Advertisement: RFP1000 Tupelo Middle School
Yearbook Proposals
Person Responsible: Nancy McReynolds, Linda Clifton
Marlo Hendrix, yearbook sponsor
Funding Source: Yearbook sales and ads Funds
Recommendation: Taylor Publishing Company

Nancy McReynolds, Rachel Murphree, Betty Goolsby, and Marlo Hendrix of TPSD accepted two Request for Proposals at 9:00 AM on Friday, September 11, 2009. Bidders included Lifetouch National School Studios and Taylor Publishing Company. As required by law, the RFPs were scored by points with the award belonging to the best scoring company. A panel of four people read and scored the two proposals. The final averaged score for Taylor Publishing was 91.25. The final averaged score for Lifetouch was 62.5. We recommend award of yearbooks for 2009-2010 to Taylor Publishing.

Advertisement: RFP1001 Tupelo High School
Yearbook Proposals
Person Responsible: Nancy McReynolds, John Curlee
Ramona Fernandez, yearbook sponsor
Funding Source: Yearbook sales and ads Funds
Recommendation: Taylor Publishing Company

Nancy McReynolds, Rachel Murphree, Mac Curlee, and Ramona Fernandez of TPSD accepted two Request for Proposals at 9:00 AM on Friday, September 11, 2009. Bidders included Lifetouch National School Studios and Taylor Publishing Company. As required by law, the RFPs were scored by points with the award belonging to the best scoring company. A panel of four people read and scored the two proposals. The averaged score was 76 points for Taylor. The final averaged score for Lifetouch was 69. We recommend award of yearbooks for 2009-2010 to Taylor Publishing.

DETAILS OF SCORING CRITERIA:	POSSIBLE 100 POINTS
Access to Rep & local training of software use	10
Satisfactory Cover as shown by samples	5
Book preparation submittals and methods	10
Satisfactory Timelines	10
Ability to deliver yearbooks on desired date	10
Satisfaction with previous service/products	5
Any "value added" services offered	10
Cost per yearbook	35
Any other cost factors	5