

INDEPENDENT SCHOOL DISTRICT NO. 709
Duluth Public Schools
Historic Old Central High School - 215 N. 1st Avenue E.
Tel. (218) 336-8738 Duluth, Minnesota 55802-2069 Fax (218) 336-8777

MEMORANDUM

To: Bill Hanson, CFO/Executive Director of Business Services
From: Tony Kelekovich, ^{TK}Supervisor of Purchasing
Subject: RFP-304 East High School Annual Yearbook
Date: May 31, 2016

Request for Proposals for Annual Yearbooks were advertised and sent to four (4) known vendors. Responses were received from two (2) vendors: Balfour Publishing and Jostens.

The award is based upon:

- A. A base price per book plus a vendor response to ten (10) questions that impact the price.
- B. Ability of each vendor to comply with twenty-three (23) requirements for services listed in the RFP.
- C. Recommendation from the yearbook advisor

Award criteria shown in the RFP:

- 1. Quality of product being offered
- 2. Pricing
- 3. Ability to comply with support services
- 4. Ability to comply with specification requirements
- 5. Prior experience with ISD 709 site
- 6. References from other districts of similar size
- 7. Local representation and access to the vendor
- 8. Summer camp cost and location
- 9. Web based program with a built-in accounting package
- 10. E-Commerce capability for yearbook sales
- 11. Ability to forward information from one year to the next on a web site
- 12. Digital companion product with yearbook option
- 13. E-Commerce capabilities for Ad & Parent Ad sales must be integrated in yearbook creation sale

Jostens has been successful in providing local representation with quality service over the past fifteen (15) years. In addition, the advisor has provided positive feedback on the service, product, quality and student experiences during the yearbook production period.

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Based upon the responses to the above criteria and past experience with the existing vendor, it is recommended that RFP-304 East High School Annual Yearbook be awarded to **Jostens**.

The contract period will be July 1, 2016 thru June 30, 2020, with annual renewals by mutual agreement.

Revenue from yearbook sales will be deposited into the East student activities account.

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VENDOR LIST/TABULATION

RFP-304 EAST HIGH SCHOOL ANNUAL YEARBOOK

<u>VENDOR</u>	<u>RESPONSE</u>
Balfour Publishing Plymouth MN	Yes
Interstate Studio Grand Rapids MN	No Response
Jostens Duluth MN	Yes
Lifetouch National School Studio Maple Grove MN	No Response

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BASE COSTS FOR 240 PAGES INCLUDING DELIVERY

<u>Quantity</u>	<u>Balfour</u>	<u>Jostens</u>
1050 – 1100	\$ 54.90	\$ 41.52
1101 – 1200	\$ 52.85	\$ 39.63
1201 And Up	\$ 49.98	\$ 38.03

Note: Above costs do not include additional fees that vary for each vendor during production.