

To: Coppell ISD Board of Trustees

From: Josette Dobbins, Director of Purchasing

Date: Monday, August 28, 2023

Re: *Recommendation to Award Multiple Vendor Contract*

As part of our continued support of the districts procurement needs, the Director of Purchasing issued several requests for proposals (RFPs). Historically, purchases made through such RFP contracts cannot be predicted and/or identified until the Texas Education Agency 2022 Financial Accountability System Resource Guide 34 Module 5 | Purchasing need occurs, and the district has an obligation to issue a formal procurement due to the legal aggregation requirements. The RFPs will provide pre-approved options for supporting the ever-changing educational needs of the campuses and departments, while maintaining compliance with State, Local, and Federal procurement rules, and regulations. The RFPs recommended for approval are as follows:

- RFP #805-23 for Athletics Related Goods and Services
- RFP #961-23 for Catering, Prepared Foods, and Retail Foods (Catalog)
- RFP #400-23 for %Discount of Supplies & Equipment
- RFP #837966-23 for Printing, Promotional Items, Awards and Related Services (Catalog)
- RFP #080/037-23 for Promotional Items, Awards, Trophies and Custom Printed Materials
- RFP #785-23 for School Equipment, Teaching Aids, Supplies and Related Services including Online Subscriptions
- RFP #1105-23 for T-shirts and Apparel

Term of Award:

The successful respondents/vendors will enter into a contract for catalog/categorical vendors. The contract period will automatic one (1) year renewal up to five (5) years as long as the vendor continues to meet the district's needs. The district reserves the right to award multiple suppliers to achieve the best value per [TEC, Subchapter B, Sec. 44.031 \(b\)](#).

Fiscal Impact:

Funding for purchases under these bids are included in the budget for the schools and departments.

Recommendation:

The Coppell ISD Board of Trustees move to approve the award of multiple vendor contract as outlined herewith.

cc: Brad Hunt, Chris Trotter, and Diana Sircar