



# Livonia Public Schools

*Finance Office*

Date: March 6, 2024

To: Andrea Oquist, Superintendent

From: Alison Smith, Chief Financial Officer

Re: LPS Merchandise Purchase

Since 1984, National PTA has designated one week in May as a special time to honor the individuals who lend their passion and skills to educating our children. Teacher Appreciation Week is celebrated during the first full week of May each year. Each year, the district looks for a special way to recognize the outstanding work of all our employees, both teachers and support staff. One way we can honor and recognize staff is by providing them an opportunity to select a piece of LPS spirit wear purchased for them by the district. We are looking to offer items such as a jacket, quarter-zip, polo, t-shirt, vest, scarf, and hat.

I would like to recommend to the Board of Education that we partner with MBS, Inc. out of Commerce Township, Michigan for their services in fulfilling this order for an amount not to exceed \$100,000 which breaks down to \$50 each for 2,000 staff members. MBS, Inc. has the resources to make this a seamless process for the district. They will create a website that staff can access to select their piece of LPS spirit wear. They follow up with staff if there are questions or any issues fulfilling their specific order. They will handle the embroidering of the LPS logo on each piece of merchandise. They will also individually bag, label and deliver the items to 27 locations across the district.

Please include this item on the agenda for the March 11, 2024, Finance Committee meeting.

Thank you.

AS

c: Board of Education