



Sharon Williams, Ed.D.  
*Superintendent of Schools*

To: RIMSD 41 Board of Education  
From: Dr. Sharon Williams  
Cabinet Champion: Annaka Whiting, Chief Financial Officer  
Date: May 13, 2025  
Re: Staples Supply Purchases – FY2026 Approval

Staples is included in the Sourcewell Cooperative purchasing program in which the District participates. Sourcewell Cooperative's contracts are competitively solicited, evaluated, and awarded by a government entity serving as the lead agency. The lead agency issues a competitive solicitation that includes language to ensure the agreement is accessible nationally to agencies in states that permit intergovernmental contract usage. This process allows the District to make purchases from Staples with the assurance that pricing is competitive, customer service is responsive, and delivery timelines are efficient.

By utilizing Staples through this cooperative agreement, the District is able to streamline procurement for a broad range of instructional, operational, and administrative supplies. This supports the District's strategic objectives of fiscal responsibility, operational efficiency, and equitable access to resources across all campuses. Additionally, Staples' extensive inventory enables staff to respond promptly to emerging needs, minimizing delays that could affect classroom instruction or daily operations.

We are seeking approval to continue utilizing Staples as an approved vendor for various supply purchases throughout the District for Fiscal Year 2026, not to exceed \$60,000. The slight increase over the previous year reflects the addition of District-wide paper purchases for all locations. This approval will ensure timely access to essential materials while maintaining compliance with state procurement laws and the District's purchasing policies.

Staples purchase history:

|                |              |
|----------------|--------------|
| FY2025 To Date | ~\$39,000.00 |
| FY2024         | \$102,934.53 |
| FY2023         | \$530,322.25 |

**Investment Period: July 1, 2025 – June 30, 2026**

**Total Investment: Not to Exceed \$60,000**

**Funding Source: District Funds**

**Rock Island-Milan School District #41**

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