



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 12, 2026  
Re: Printing and Promotional Items - One Step, Inc.

We are requesting Board of Education approval to continue utilizing One Step, Inc. for printing and promotional items for fiscal year 2027, with expenditures not to exceed \$75,000.

As part of the District's Pre-Qualified Contractors program, a Request for Proposals (RFP) was issued on May 9, 2025 for printing and promotional items. This process established unit pricing across a variety of customizable, district-branded materials and allowed the District to award contracts to multiple vendors to maintain flexibility and competitive pricing. One Step, Inc. was one of the awarded vendors under this process.

Based on the District's experience during fiscal year 2026, One Step, Inc. has provided reliable service, competitive pricing, and quality products aligned with District branding standards. Continued use of this vendor supports efficient procurement practices by leveraging the original solicitation and structure, while avoiding the need to rebid individual purchases.

Approval of this request will allow the District to continue purchasing printing and promotional materials in a timely and cost-effective manner while maintaining consistency in quality and branding.

**It is recommended that the Board of Education approve One Step, Inc, 806 W. 4th Street, Davenport, IA 52802 for printing and promotional items for fiscal year 2027, not to exceed \$75,000.**

**Investment Period: July 1, 2026 – June 30, 2027**  
**Total Investment: Not to exceed \$75,000**  
**Funding Source: District Funds**

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