

Parkrose School District #3

Agenda Item #_____

SUBMITTED BY: (✓) Mary Larson	DATE 8/26/13
APPROVED BY:	
Building Administrator ()	
Superintendent Karen Fischer Gray (X)	8/26/13
Director of Business Services Mary Larson (X)	8/26/13

TOPIC: RESOLUTION TO APPROVE JOSTENS AS PROVIDER OF GRADUATION SERVICES

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information ____ Policy Change _____ Action/Approval X Presentation/Special Request _____

BACKGROUND: Attachments: Y____ N____ **LIST:**

RATIONALE/DISCUSSION:

Request for Proposal (RFP) for Graduation Services was advertised in August 2013. Two qualified responses from the request for proposals were evaluated. The review team was comprised of high school administrative staff and District staff. Scoring of the proposals was completed after a review of samples provided by each of the companies. Jostens received the highest scoring from the rating matrix at the conclusion. Both of the firms were experienced with Oregon school districts and graduation services.

Based upon the submitted RFP's, staff is recommending appointment of Jostens to be appointed by the Parkrose Board of Education as providers of graduation services.

FINANCIAL IMPLICATIONS:

Graduation services provided include cap and gown, announcements, diplomas and covers, tassels and key chain and rings as examples of accessories. The cost of these items are paid by students. It is in their best interests for the District to act as the entity to evaluate these services and enter into a contractual agreement.

As part of the services, the companies offer complimentary caps and gowns for staff and other minimal products and services.

Jostens has provided these services for many years at Parkrose High School.

This agreement will be for five years with a renewal of each year dependent upon acceptable services.

RELATION TO GOALS:

Provide affordable products that are purchased by Parkrose students/families that offer a level of quality.

ACTION REQUESTED:

Hereby resolved; approve Jostens for graduation services for Parkrose High School.