

Purchase Request #2
Regular Board Meeting February 23, 2016
Consideration of Approval of
Annual Contract for Office Supplies

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve a contract for Office Supplies for the District with Staples Advantage.

BACKGROUND

District personnel have previously ordered consumable office supplies through the District bookstores. Due to the volume of orders the bookstores process annually, bookstore staff were not always able to focus on student service. The Purchasing Department has a robust electronic procurement system allowing District personnel to order office supplies through a portal that interfaces with the Staples Advantage website and obtain contracted pricing. Delivery of goods will be direct to the department by the next day, in most cases. Reference Number 3938 has been issued in order to track the volume of Office Supplies procured on behalf of the District.

Staples Advantage has a contract through the Educational & Institutional (E&I) Cooperative Services program to provide Office Supplies, Contract Number CNR01373, and satisfies the competitive procurement requirement set forth in Section 44.031 of the Texas Education Code, as permitted through Section 791.011 of the Texas Government Code.

IMPACT OF THIS ACTION

This contract will allow District bookstores to focus their time on assisting students. Purchasing's electronic procurement software will track contract spend, check budget availability, direct spend to contracted pricing, require organization managers to approve all orders and provide robust reporting.

Contracting with Staples Advantage via the E&I Cooperative Services contract will provide rebates from both Staples and E&I Cooperative. Staples Advantage will provide a conversion allowance of \$2,500.00 annually for scholarships based on guaranteed annual sales of over \$100,000.00 for the next 4 years and a 1.5% volume rebate up to \$1.5 million in spend. The E&I Cooperative Services declares a patronage refund based on the Cooperative's net income annually. The amount distributed to each member is based upon each institution's relative contributions to the Cooperative's gross income.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The estimated annual expenditure for this request is \$300,000.00. This expenditure will be funded by various department's 2015-2016 operating budget.

MONITORING AND REPORTING TIMELINE

Term of Contract: 2/24/2016 through 2/28/2017. Contract performance and spend will be reviewed annually.

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RESOURCE PERSONNEL

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