

**Purchase Request #4**  
**Regular Board Meeting March 28, 2017**  
**Consideration of Approval of**  
**Additional Funds for Promotional Products**

**ADMINISTRATION RECOMMENDATION/REPORT**

The District President recommends the Board of Trustees approve the expenditure of additional funds for the purchase of promotional products from Logotology, Authentic Promotions, Positive Promotions, and You Name It Specialties for the District.

**BACKGROUND**

As the District has grown, the purchase of promotional products such as banners, tablecloths, pens, cups, totes, flash drives, and backpacks, has increased substantially. These purchases are made by departments District wide with Student Life, Human Resources, Public Relations, Grants & Contracts, and Recruitment & Programs placing the majority of the orders.

An invitation to bid (ITB) Number 3756 was issued in January, 2015 to procure promotional products for the District. The Board approved a contract with the above named vendors in February 2015. Tracking of spend volume is accomplished through the Purchasing Department's eProcurement system. The system is set to automatically notify the contract owner when 85% of the approved expenditure is reached, which triggers the contract owner to analyze current and future spend.

**IMPACT OF THIS ACTION**

The promotional products purchased are used to thank and incentivize current students, recruit new students, introduce and promote services, motivate employees, and expand advertising exposure.

**BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)**

The Board approved the original contract in February 2015 for a total amount of \$250,000.00. This purchasing request is for spend authorization for an additional \$200,000.00 which is budgeted in the various departments' 2016-2017 operating budget and subsequent years budgets subject to Board approval for the products and services described and in accordance with Board Policy CF (Local) and Texas Education Code Section 44.031.

**MONITORING AND REPORTING TIMELINE**

The contract term is March 1, 2015 through February 28, 2018.

**RESOURCE PERSONNEL**

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