

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves the expenditure of additional funds for the purchase of promotional products from Joy Promotions Inc., Logotology, You Name It Specialties, Big Hit Creative Group (Big Hit Productions), Buffalo Specialties, and Authentic Promotions.com for the District.

BACKGROUND

This contract provides for the purchase of promotional products such as, but not limited to, banners, tablecloths, pens, cups, totes, flash drives, and backpacks. These purchases are made by departments District wide with Student Life, Human Resources, Communications Department, Grants and Contracts, and Recruitment and Programs placing the majority of the orders.

An Invitation To Bid Number 4381 was issued and awarded in January 2021 to procure promotional products for the District.

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 has approved a total spend authorization of \$1,000,000. This purchasing request is for spend authorization for an additional \$50,000, which is budgeted in the District Department's FY23 operating budget and subsequent year's budgets, subject to Board approval. Current contract spend is \$996,000.

MONITORING AND REPORTING TIMELINE

The contract term is March 1, 2021 through February 28, 2024.

RESOURCE PERSONNEL

Dr. Bill King, Executive Vice President
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