



To: Coppell ISD Board of Trustees
From: Justin Hill, Director of Purchasing
Date: Monday, June 27, 2022

cc: Dr. Brad Hunt, Dr. Angie Brooks, Diana Sircar

Re: Vocabulary Resource Grades 6-12

The district determined there was a need for a TEKS-aligned curriculum resource that provides access to high quality materials to teach vocabulary to their students. As a result, the district issued an RFP on February 28, 2022, to select a company to provide a resource for teachers to teach and progress monitor vocabulary development to students in grades 6-12. The district received one compliant response.

An evaluation committee comprised of representatives from both campus and central administration departments evaluated those responses to establish the best value. The resulting tabulation of those evaluations provided the following supplier, in ranked order.

1. Membean Inc

District administration will attempt to negotiate a successful contract with the first ranked vendor, and if unsuccessful, we will move to the next ranked vendor.

The district administration intends to use ESSER funds to cover the cost of this service for at least the first year of the award.

RECOMMENDATION:

That the Coppell ISD Board of Trustees approves the administration to negotiate and enter into an agreement with the recommended suppliers, renewed annually, not to exceed approximately \$45,000.00 annually, as long as the service continues to meet the needs of the District.