



Consent Item

Date: March 17, 2025

Division: Finance

Subject: RFP #3303-25 Communications, Audio Visual and Media Related Products and Services

Background Information:

- This new request for proposal and subsequent recommendation is for Communications, Audio Visual and Media Related Products and Services. These products and services would help support the campuses and other departments on an as-needed basis for community engagement, content creation, public information releases, and campus needs.
- If approved, the vendors would provide communications products and services on an as-needed basis, including but not limited to branding, community engagement, internal and external communications, marketing, audio visual, graphic design, photography, logo design, consulting services, and content creation, including newsletters, articles, press releases, social media posts, and website content.
- Awarding to multiple vendors allows campuses and departments to request multiple quotes for products and services to help determine the best value.
- Best value involves considering several factors, which may include but are not limited to price, quality, availability, delivery timing, support, and other relevant factors.
- Approving this contract and associated vendors does not obligate the district to make any purchases.

Administrative Consideration:

- One thousand eight hundred four email notifications were sent, and thirteen responses were received.
- Funds for these services come from the general operating, state, federal and local funds.
- Previous annual expenditures in this commodity:
 - 2024–2025: \$98,100
- Estimated annual expenditures: \$100,000 but will not exceed the approved budgets.

Recommendations:

- That the Lewisville ISD Board of Trustees awards RFP #3303-25 Communications, Audio Visual and Media Related Products and Services, the recommended vendors, and estimated annual expenditures for two years.

Timeline/Report:

- Term: March 2025 – March 2027