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## BOARD AGENDA ITEM

Information/Discussion ☐  
Future Action ☐  
Action ☐

Item: Inter- and Intra-School Courier services

Date: June 13, 2025

Submitted by: Ron Houtman - REMC Director / Strategic Planning

Board Meeting Date: July 21, 2025

Recommended by: Dr. Gorman

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### **RECOMMENDATION:**

It is recommended to renew the contract with Professional Courier Services (PCS) for SY2025-26 in the amount of \$86,597.76

### **BACKGROUND:**

For approximately 30 years, our agency operated an in-house courier service with two full-time staff members providing daily deliveries to our programs and local school districts. In 2020, we transitioned to Professional Courier Services (PCS), resulting in significant cost savings while maintaining service quality.

### **Current Services**

PCS provides daily courier routes on a subscription basis, transporting: Inter-district mail and administrative documents CA-60 forms and state-required documentation Educational supplies and assistive technology Library materials and instructional resources

### **Cost Efficiency**

The transition from two FTE positions to contracted services eliminated expenses for salaries, benefits, and vehicle maintenance, providing the same comprehensive coverage at substantially reduced cost.

### **Performance**

Over the past five years, PCS has maintained reliable daily service with minimal disruptions, meeting the needs of both our internal programs and subscribing districts. This service remains essential for timely exchange of materials critical to educational operations.