

To: Coppel ISD Board of Trustees

From: Josette Dobbins, Director of Purchasing

Date: Monday, November 13, 2023

Re: *Recommendation to Award Multiple Vendors to Contracts*

As part of our continued support of the district's procurement needs, the Director of Purchasing issued two (2) requests for proposals (RFPs). Historically, purchases made through such RFP contracts cannot be predicted and/or identified until the [Texas Education Agency 2022 Financial Accountability System Resource Guide 34 Module 5 | Purchasing](#) need occurs, and the district has an obligation to issue a formal procurement due to the legal aggregation requirements. The RFPs will provide pre-approved options for supporting the ever-changing educational needs of the campuses and departments, while maintaining compliance with State, Local, and Federal procurement rules, and regulations. The RFPs recommended for approval are as follows:

- RFP #FOODSVC-001-24 for Food Services: Groceries/Restaurants and Other Related Services which entails:
 - Prepared Foods: Catering/Catered Foods and foods prepared for pick up and/or delivery and
 - Retail Foods - Foods available at retail locations and wholesalers
- RFP #ATHEQPSVC-002-24 for Athletics Equipment and Services

Term of Award:

Successful suppliers (vendors) will enter into a contract for categorical goods and services. The term of the award is up to three (3) years from the date of board approval. This RFP may be posted annually, to allow for additional suppliers to respond and an opportunity to award additional suppliers.

The district reserves the right to award multiple suppliers to achieve the best value per [TEC, Subchapter B, Sec. 44.031 \(b\)](#).

Fiscal Impact:

Funding for purchases under these bids are included in the budget for the schools and departments.

Recommendation:

The Coppel ISD Board of Trustees move to approve the award of multiple vendors to the RFP contracts outlined herewith.

cc: Brad Hunt, Chris Trotter, and Diana Sircar