

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approves a contract to purchase 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, Public Relations, Grants & Contracts, and Recruitment & Programs placing most of the orders.

Invitation To Bid (ITB) Number 4381 was issued to procure promotional products. Fifteen responses were received and evaluated by a Purchasing Department and Public Relations staff team. Based upon evaluation scores, the bids submitted by Joy Promotions Inc., Logotology, You Name It Specialties, Big Hit Creative Group (Big Hit Productions), Buffalo Specialties, and Authentic Promotions.com is being recommended as the best value to 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)

This purchasing request is for spend authorization of \$1,000,000 for three years, which is budgeted in the District's departments' FY21 operating budget and subsequent year's budgets subject to Board approval.

MONITORING AND REPORTING TIMELINE

The contract term will be three years beginning March 1, 2021 through February 28, 2024.

RESOURCE PERSONNEL

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