

Catalog Discount Proposal for Instructional Supplies, Services & Equipment

RFP# 1802-05

March 20, 2018

SUMMARY:

This item requests approval of RFP# 1802-05 for Instructional Supplies, Services & Equipment.

BOARD GOAL:

VI. Growth, Change and Fiscal Responsibility...demonstrate effective and efficient management of district resources.

PREVIOUS BOARD ACTION:

The previous proposal was approved on March 31, 2017 for a period of one (1) year.

BACKGROUND INFORMATION:

This proposal establishes a preferred vendor list to be used to purchase Instructional Supplies, Equipment, and Services. Vendors included items and services for: Math, ELA, Science, Social Studies, Foreign Language, Health, and CATE.

A total of 361 proposals were received. After evaluating responses, seven (7) proposals were rejected. Vendors that scored 85 points or higher are being submitted for award.

SIGNIFICANT ISSUES:

With the implementation of the EDGAR guidelines using Federal Funds, this proposal was issued to ensure this category is EDGAR compliant.

This proposal is scheduled for a two-year term, through March 31, 2020.

FISCAL IMPLICATIONS:

The cost will be borne by the appropriate department or campus operating budget. This proposal will also be used for purchases of upcoming bond projects.

BENEFIT OF ACTION:

Passage will give discount-off catalog pricing for these different areas and assure that the district is following bid laws and local procedures.

SUPERINTENDENT'S RECOMMENDATION:

It is recommended that the proposal be accepted for vendors that scored 85 points or higher, for a term of two years.

STAFF PERSONS RESPONSIBLE:

Debbie Monschke, Assistant Superintendent of Administrative Services
Cindy Willis, Director of Purchasing
Cheryl Farmer, Assistant Purchasing Agent

ATTACHMENT:

Proposal Evaluation

APPROVAL:

Signature of Staff Member Proposing Recommendation: _____

Signature of Divisional Assistant Superintendent: _____

Signature of Superintendent: _____