



MEETING OF: May 13, 2014

TITLE: Award of Request for Proposals (RFP) 15-22-19 Yearbook and Related Services

ITEM #: 19

Information:

Study:

Action: X

PURPOSE:

Approval to Award Request for Proposals (RFP) 15-22-19 Yearbook and Related Services.

DESCRIPTION AND JUSTIFICATION:

It is the intention of the District to procure as needed, if needed, Yearbook and Related Services for District schools and sites. All information contained in the proposal should remain CONFIDENTIAL until Governing Board Award. This is in compliance with Arizona Administrative Code Rule R7-2-1045-B.

This is a multi-term contract to multiple vendors beginning upon award with annual renewal options through June 30, 2019. Award recommendation was made by an evaluation committee. The recommended offerors were determined to have submitted proposals most advantageous to the District and the rates offered were deemed fair and reasonable.

An Executive Summary and the department's award recommendation will be sent separately to the Governing Board for review as information within the proposals is confidential until award.

The notice of Request for Proposal was sent to eighteen (18) vendors as well as being advertised on the District's web site during the solicitation period. Seven (7) vendors responded with offers and two (2) No-Bids were received.

Superintendent Goal of Customer Service is supported by these services.

Michael Halfmann, Sahuaro High School Yearbook Instructor, will be present to answer questions regarding these services.

Kevin Startt, Director of Purchasing, will be present to answer questions regarding the procurement process.

BOARD POLICY CONSIDERATIONS:

Compliance with Governing Board Policy DJ, Purchasing Procedures.

LEGAL CONSIDERATIONS:

For all Intergovernmental Agreements (IGAs), Initiator of Agenda Item provides the name of the agency responsible for recording the Agreement after approval:

For amendments to current IGAs, Initiator provides original IGA recording number:

Legal Advisor Signature (if applicable)

BUDGET CONSIDERATIONS:

_____	District Budget
_____	State/Federal Funds
X _____	OtherStudent Club Funds
<u>Budget Cost</u>	<u>Budget Code</u>
\$500,000 annually,	
\$2.5 million for 5	
years	

Budget Certification (for use by Office of Financial Services only):

Date _____

I certify that funds for this expenditure in the amount of \$ are available and may be:

Authorized from current year budget


Authorized with School Board approval

Code: Fund: _____

INITIATOR(S):

Teresa Chapman, Procurement Specialist		5/2/14
Name	Title	Date

DOCUMENTS ATTACHED/ ON FILE IN BOARD OFFICE:

<u>ATTACHMENTS:</u>
Click to download
 Confidentiality Statement

TUCSON UNIFIED SCHOOL DISTRICT	BOARD AGENDA ITEM CONTINUATION SHEET
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