

BOARD AGENDA ITEM

TO: Dr. Michelle Hubbard, Superintendent

FROM: Dr. Scott Sherman, Director of Secondary Services

SUBJECT: BOE Agenda Item – October 10, 2022
Authorization to Contract with Jostens for Graduation Items and Services

DATE: September 27, 2022

Overview

Staff recommend contracting with Jostens, Inc. to supply graduation items and related services to the District and its students.

Historically, each District high school has separately selected a vendor to provide graduation items (rings, gowns, caps, etc.) and related services for its respective students. In August 2022, the District publicly issued a Request for Information (RFI) to explore whether selecting one vendor to provide such items and services for all District graduates would result in better, consistent pricing and service efficiencies at all locations.

The District received responses to the RFI from two vendors, Balfour and Jostens. A District evaluation committee evaluated the responses based on the following criteria: the response's adequacy in providing the desired information as outlined in the RFI; the products and services offered by the respondent in relation to the District's needs; the desirability of the proposed pricing and cost models in relation to the District's needs; the respondent's experience and qualifications in providing the products and services desired by the District; and the respondent's capacity to meet the needs of the District and its students. Jostens was the higher ranked vendor.

Established in 1897, Jostens offers a robust inventory of graduation memorabilia and an experienced local sales team that services many local area high schools.

Jostens is offering the following additional benefits to the District and its student graduates:

Diplomas/Diploma Covers: Jostens will provide the District with diplomas and diploma covers, charging **\$2.25** for each diploma and **\$3.50** for each diploma cover over the course of the contract term. **This would be the only direct expense paid by the District, estimated to cost approximately \$14,400 each year, contingent upon the number of student graduates.**

Discounted Student Graduation Regalia: Jostens will provide student customers with their respective school's required student graduation regalia in the package pricing outlined below:

- Cap, Gown, Tassel, Stole (including embroidery for any accessory, such as stoles or gowns) -- **\$30.00**

- Cap, Gown, Tassel, Cord -- **\$25.00**

NOTE: The District estimates that this is an average approximate savings of \$10 per graduate, compared to last year's costs for these items. This expense would be paid by student graduates.

Free Faculty Graduation Regalia: Jostens will provide District faculty with free graduation regalia for their respective school.

The proposed initial contract term will run from July 1, 2022 through June 30, 2023, with four annual (12-month) options to renew the contract, as mutually agreed in writing by both parties, for a potential maximum contract period of five (5) years.

This item (specifically, the diploma and diploma cover expenses directly paid by the District) is budgeted to be paid with general operating funds.