



To: Darin Crawford
Assistant Superintendent for Support Services

From: James Briscoe
Director of Procurement Services

Date: April 25, 2023

Re: Yearbook Services
Annual Contract #23-05-8918R-RFP

The following proposals were received and opened at 10:00 a.m., Friday, April 21, 2023, as advertised and specified in documents concerning **Annual Contract #23-05-8918R-RFP Yearbook Services**. The proposals received and the final evaluation summary is located on pages 2-3.

Recommendation is based on user department's evaluation of overall best value to the District.

Recommendation: **Balfour**
Herff Jones, LLC
Jostens
Walsworth Publishing Co, Inc.

Funding: Multiple Funds

Estimated Expenditure: \$300,000.00

Contract Term: May 9, 2023 - April 30, 2024

Renewal: 4 Years

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Line 1 List minimum quantity order for volume discount.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>QTY</u>
<u>Herff Jones, LLC</u>	<u>1</u>	<u>Quantity</u>	<u>\$75.00</u>
<u>JOSTENS</u>	<u>1</u>	<u>Quantity</u>	<u>\$50.00</u>
<u>Balfour (Commemorative Brands, Inc.)</u>	<u>1</u>	<u>Quantity</u>	<u>\$0.00</u>
<u>Walsworth Publishing Co, Inc.</u>	<u>1</u>	<u>Quantity</u>	<u>\$0.00</u>
Strawbridge Studios, Inc	1	Quantity	\$0.00

Line 2 List minimum percent discount for volume order.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>Percent Off</u>
<u>Herff Jones, LLC</u>	<u>1</u>	<u>Percent Discount</u>	<u>13.0%</u>
<u>JOSTENS</u>	<u>1</u>	<u>Percent Discount</u>	<u>1.0%</u>
<u>Balfour (Commemorative Brands, Inc.)</u>	<u>1</u>	<u>Percent Discount</u>	<u>0.0%</u>
<u>Walsworth Publishing Co, Inc.</u>	<u>1</u>	<u>Percent Discount</u>	<u>0.0%</u>
Strawbridge Studios, Inc	1	Percent Discount	0.0%

Line 3 List minimum percent commission to give to the school.

<u>SUPPLIER</u>	<u>QTY</u>	<u>UOM</u>	<u>Percent</u>
<u>JOSTENS</u>	<u>1</u>	<u>Percent</u>	<u>0.0%</u>
<u>Balfour (Commemorative Brands, Inc.)</u>	<u>1</u>	<u>Percent</u>	<u>0.0%</u>
<u>Walsworth Publishing Co, Inc.</u>	<u>1</u>	<u>Percent</u>	<u>0.0%</u>
<u>Herff Jones, LLC</u>	<u>1</u>	<u>Percent</u>	<u>0.0%</u>
Strawbridge Studios, Inc	1	Percent	0.0%

23-05-8918R-RFP (Yearbook Services)

TEAM SCORE SUMMARY

Company/Vendor Name	Evaluator 1	Evaluator 2	Evaluator 3	Evaluator 4	Evaluator 5	Average Score	Ranking
Balfour	95.30	78.20	66.00	62.00	49.40	70.18	4.00
Herff Jones, LLC	89.80	95.00	82.00	92.00	74.00	86.56	1.00
JOSTENS	94.00	91.00	78.00	73.50	84.00	84.10	3.00
Strawbridge Studios, Inc	44.20	52.00	18.00	18.00	25.00	31.44	5.00
Walsworth Publishing Co, Inc.	93.30	86.00	82.00	81.50	85.00	85.56	2.00