

Approval to Award Office Supplies, RFP 23-027

The Request for Proposal (RFP) is one of seven (7) approved purchasing methods allowed under Texas Education Code, Section 44.031. An RFP was issued for office supplies to provide the District's campuses and departments with the necessary resources to support the education process. The RFP includes office supplies such as, but not limited to, highlighters, pens, markers, correction tape, sticky notes, flags, writing pads, binders, staplers, and related supplies.

The recommended amount of award is based on the following expenditures from previous fiscal years:

- 2019-2020 \$ 891,838.55
- 2020-2021 \$1,021,514.01

The RFP was advertised in the *El Paso Times* newspaper for two (2) consecutive weeks and posted on the District's eBid system. Notifications were sent to two hundred forty-three (243) registered vendors. Forty-one (41) vendors viewed the specifications, five (5) vendors submitted No Bid responses, and thirteen (13) vendors responded.

The evaluation committee reviewed and scored the proposals electronically through the District's online bidding system. The committee consisted of Ms. Debi Marks-Dent, Secretary to Principal (Burgess High); Ms. Rosemary Molina, Secretary to Principal (Travis Elementary); and Ms. Julia Villasana, Secretary to Principal (Young Women's Academy). Ms. Corina Heredia, Buyer, acted as facilitator and moderator during the evaluation process.

Budgeted Local and Federal Funds will be used for these expenditures.

RECOMMENDATION:

It is recommended by Ms. Martha Aguirre, Chief Financial Officer; Dr. Joseph Villalba, Executive Director of Procurement and School Resources; and Ms. Corina Heredia, Buyer, that the Board approve the award of Office Supplies, RFP 23-027, to El Paso Office Products, Lakeshore Learning Materials LLC, ODP Business Solutions, LLC, School Specialty LLC, Spectrum Paper Co. Inc., and Staples Business Advantage, in an estimated annual amount of \$1,000,000.00, for an initial one (1) year period, with the option to extend four (4) additional one (1) year periods.

Respectfully submitted,



Dr. Joseph A. Villalba Jr.,
Executive Director of Procurement and School Resources

Attachments: Copy of Scope of Work
Copy of Executive Summary Backup Info
Copy of Scoring Detail
Copy of 1295 Forms