



December 4, 2025

TO: THE DISTRICT BOARD OF TRUSTEES OF VALENCIA COLLEGE

FROM: DR. KATHLEEN PLINSKE
President

RE: AWARD OF ITB 2026-09, GRADUATION DIPLOMAS AND SUPPLIES

On August 25, 2025, Valencia College issued Invitation to Bid (ITB) 2026-09, Graduation Diplomas and Supplies, seeking qualified firms to provide diploma printing, on-demand duplicate diploma services, and digital certificate options.

The ITB was publicly advertised in the College's solicitation portal, VendorLink. All required documents were provided, including specifications, delivery expectations, quality standards, and a mandatory price proposal template. Vendors were required to price diploma shells and related supplies for AA, AS, BS, BAS, and technical certificates, as well as digital diplomas, shipping, and handling. The pricing template required vendors to provide unit price based on estimated quantities.

On September 22, 2025, one (1) firm submitted a proposal in response to the solicitation: Parchment, LLC. In accordance with Rule 6A-14.0734(4), F.A.C., which authorizes negotiation of terms with the single respondent when competitive solicitation results yield only one response, the Procurement Office, in collaboration with the Admissions, Records, and Graduation Registrar's Offices, conducted a comprehensive review of the submitted bid. This review included:

- Verification of responsiveness to all mandatory ITB requirements.
- Confirmation of responsibility, including corporate qualifications and past performance.
- Validation of compliance with the detailed scope of work.
- Analysis of pricing for completeness, competitiveness, and alignment with market expectations.
- Reference checks, which returned positive results and confirmed the vendor's ability to deliver similar services for other institutions.

Based on this evaluation and the negotiated outcomes, Parchment, LLC was determined to be a responsive and responsible vendor capable of meeting the College's diploma production, digital certificate, and on-demand printing needs at an estimated annual cost of \$108,366. The pricing is based on a three-year term with two optional one-year renewals.

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College authorize the College to award ITB 2026-09, Graduation Diplomas and Supplies, to Parchment, LLC, and enter into an agreement provide diploma printing, on-demand duplicate diploma, and digital certificate services, as presented.



President