



December 1, 2022

TO: THE DISTRICT BOARD OF TRUSTEES OF VALENCIA COLLEGE

FROM: DR. KATHLEEN PLINSKE
President

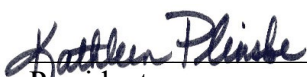
RE: AWARD OF ITB- 2023-03, GRADUATION DIPLOMAS AND SUPPLIES

On September 20, 2022, Valencia College issued Invitation to Bid (ITB) 2023-03, Graduation Diplomas and Supplies, requesting bids from interested and qualified firms. The award of the ITB will establish a contractual relationship between the College and the selected vendor enabling the College to purchase Graduation Diplomas and Supplies (on an as needed basis) at a discount. The College will award a nonexclusive contract for three (3) years initial term with the option to extend for two (2) additional one (1) year periods, up to a cumulative total of five (5) years at a total estimated contract value of \$422,580. These expenses will be paid through Student Activity Fees.

Bids submitted in response to the ITB were received and opened on October 25, 2022. The following firms submitted bids in response to the solicitation: Framing Concepts, Inc., Jostens, Inc. and The Award Group. The procurement Department, along with the Director of Records and Graduation, reviewed the bids for compliance with qualifications, completion of all required documents, adherence to scope of work, and pricing. A bid tabulation sheet was completed, and all responsive and qualified firms were ranked by overall price. The review determined Jostens, Inc., to be the top ranked firm.

RECOMMENDED ACTION:

The President recommends that the District Board of Trustees of Valencia College authorize the College to award ITB 2023-03, Graduation Diplomas and Supplies, to Jostens, Inc., as presented. Should the College not be able to negotiate a mutually agreeable contract with Jostens, negotiations will cease, and negotiations may commence with the second-ranked bidder and so on until a fair, competitive, and reasonable agreement is reached.



President