

Financial Services  
Mr. Ron Y. Steiger, Chief Financial Officer

**SUBJECT: AWARD INVITATION TO BID NO. ITB-18-035-TR – DIPLOMAS**

**COMMITTEE: FISCAL ACCOUNTABILITY & GOVERNMENT RELATIONS**

**LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES**

Procurement Management Services, at the request of the Office of School Operations, Division of Athletics, Activities and Accreditation, released the above-referenced solicitation. The purpose of this Invitation to Bid (ITB) is to establish a contract with firm-fixed prices for the purchase of diplomas, certificates of completion and posthumous diplomas for Miami-Dade County Public Schools. This is a term bid which states that the Board may purchase quantities as needed, but is not obligated to purchase any guaranteed amount. This ITB was advertised on the Procurement Management Services' and Demandstar websites. The solicitation was shared with District offices for additional community outreach, including but not limited to social media, local newspapers, local radio stations and prior bid forecasting lists.

The initial term of the bid shall be for a three (3) year period, commencing January 15, 2020 through January 14, 2023, and may, by mutual agreement between The School Board of Miami-Dade County, Florida, and the successful bidders, be extended for two (2) additional one (1) year periods. At the time of contract extension, additional vendors may be added and/or removed, at the discretion of the District.

Strategies were employed to increase SBE/MBE (Small/Micro Business Enterprise) participation. The Goal Setting Committee recommended that this solicitation be open to all with a 5% SBE/MBE/VBE.

One (1) vendor responded to this solicitation, and price was considered excessive under current market conditions. Florida Administrative Code 6A-1.012 – Purchasing, authorizes the School Board to enter into negotiations with suppliers of this commodity when competitive solicitations have been requested in the manner prescribed by this rule; and the School Board has made a finding that no acceptable bid has been received. Herff Jones submitted a competitive bid to the District, under the same terms and conditions of the bid solicitation. This negotiation resulted in a savings of approximately \$66,303, which has been determined to be in the best interest of the District.

For fiscal year 2018-2019, the District spent \$92,824 on Diplomas.

}REVISED

Fund Source

Various

**REVISED  
E-143**

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida:

1. **AWARD INVITATION TO BID NO. ITB-18-035-TR – DIPLOMAS** to establish a contract, to purchase for The School Board of Miami-Dade County, with an initial effective date of January 15, 2020 through January 14, 2023 and may, by mutual agreement between The School Board of Miami-Dade County, Florida and the successful bidder, be extended for two (2) additional one (1) year extension periods thereto, as follows:

GRADUATE SERVICES OF MIAMI dba HERFF JONES MIAMI  
7640 NW 25<sup>TH</sup> Street, Unit 107  
MIAMI, FL 33122  
OWNER: EDWARD JONES, DVPT

Item 1 - Diplomas @ \$1.19 each  
Item 2 - Miniature Diplomas @ \$.89 each  
Item 3 - Diplomas covers @ \$2.39 each

2. **AUTHORIZE** Procurement Management Services to purchase up to a total estimated amount of \$140,000 for the initial contract term and an amount not to exceed \$46,666.00 for each subsequent one (1) year extension period (s). Board authorization of this recommendation does not guarantee any estimated quantities will be purchased.

RYS/TR