



135 Berkshire Street, Cambridge, Massachusetts 02141

June 4, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: Instructional Materials (FY25)

RECOMMENDATION:

That the School Committee approve a contract with the following vendor, funds to be provided in accordance with the budget reference listed below. Procurement procedures for this purchase have complied with Chapter 30B of the laws of the Commonwealth of Massachusetts.

<u>Contractor</u> School Specialty P.O. Box 1579 Appleton, WI 54912	<u>Period of Contract</u> 7/1/24 - 6/30/25	<u>Amount</u> \$350,000.00
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DESCRIPTION: This contract is for classroom instructional materials for all schools. The contract amount is based on school and department expenditures in FY 24.

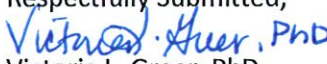
ADDITIONAL INFORMATION:

See the attached supplemental information for additional details.

SUPPORTING DATA, RULES OF THE SCHOOL COMMITTEE: Chapter III, Section 12..." motions calling for the appropriation or expenditure of money require the affirmative vote of four members."

BUDGET REFERENCES:

Fund		Account		Dept.	
15000	General Fund	55103	Instructional Materials	Various	Various Schools & Departments

Respectfully Submitted,

 Victoria L. Greer, PhD
 Superintendent of Schools

SUPPLEMENTAL INFORMATION: School Specialty Contract

District Wide Contract: Instructional Materials

Total Amount of Contract: \$350,000.00

School Specialty is a state contract vendor with whom CPS regularly does a large volume of business. Based on FY24 expenditures (see table below), we seek to execute a blanket¹ contract for the district for FY25 valued at \$350,000.

School Specialty
FY24 Expenditures by School/Department

Amigos	\$ 7,684.38
Baldwin	\$ 7,570.60
Cambridgeport	\$ 5,320.40
Cambridge Street Upper	\$ 18,735.60
Fletcher Maynard Academy	\$ 39,132.20
Graham & Parks	\$ 3,162.87
Haggerty	\$ 12,009.00
Kennedy Longfellow	\$ 3,162.87
King	\$ 2,627.17
King Open	\$ 11,726.18
Morse	\$ 5,891.75
Peabody	\$ 21,269.99
Putnam Ave Upper	\$ 6,464.92
Rindge Ave Upper	\$ 7,620.49
Tobin	\$ 10,092.43
Vassal Lane Upper	\$ 8,516.79
CRLS	\$ 35,738.70
Health & Physical Education Department	\$ 14,069.99
Math Department	\$ 22,471.80
Office of Student Services	\$ 17,095.77
Science Department	\$ 25,095.76
Visual & Performing Arts Department	\$ 2,466.51
Other (sum of depts spending under \$1,000)	\$ 49,950.36
TOTAL	\$ 337,876.53

¹**Blanket Contract:** In an effort to coordinate procurement contracts across departments district-wide, the CPS Purchasing department arranges blanket contracts for vendors with whom the district annually does a large volume of business. These contracts enable CPS – but do not obligate it – to procure goods and services up to the contract value. The contract amounts are based on the volume of products/services purchased in the prior fiscal year. Organizing contracts in this manner streamlines the purchasing process by reducing the number of contracts executed and expediting the fulfillment of orders throughout the year.