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135 Berkshire Street, Cambridge, Massachusetts 02141

June 15, 2021

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

CONTRACT AWARD: FY22 Instructional Materials

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>	<u>Period of Contract</u>	<u>Amount</u>
School Specialty P.O. Box 1579 Appleton, WI 54912	7/1/21 - 6/30/22	\$325,000.00

DESCRIPTION: This contract is for classroom instructional materials for all schools. The contract amount is based on school and department expenditures in FY 21. 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,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

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SUPPLEMENTAL INFORMATION: School Specialty Contract

District Wide Contract: Instructional Materials

Total Amount of Contract: \$325,000.00

As part of 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.

School Specialty is a state contract vendor with whom CPS regularly does a large volume of business. Based on FY21 expenditures (see table below), we seek to execute a blanket contract for the district for FY22 valued at \$325,000.

School Specialty
FY21 Expenditures by School/Department

Amigos	\$ 8,460.21
Baldwin	\$ 9,486.80
CambridgePort	\$ 8,547.83
Cambridge Street Upper	\$ 12,768.25
Fletcher Maynard Academy	\$ 19,310.73
Graham & Parks	\$ 15,427.74
Haggerty	\$ 16,440.70
Kennedy Longfellow	\$ 16,514.54
King	\$ 9,069.60
King Open	\$ 23,184.19
Morse	\$ 17,220.75
Peabody	\$ 10,190.87
Putnam Ave Upper	\$ 9,768.25
Rindge Ave Upper	\$ 7,616.30
Tobin	\$ 12,240.33
Vassal Lane Upper	\$ 8,962.94
CRLS	\$ 23,846.67
Office of Student Services	\$ 24,119.01
Science Department	\$ 30,434.87
Other (sum of depts spending under \$1,000)	\$ 32,728.23
TOTAL	\$ 316,338.81