

**AUTHORIZE A NEW AGREEMENT WITH HERFF JONES, LLC FOR THE PURCHASE OF CAPS AND GOWNS**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize a new agreement with Herff Jones, LLC for the purchase of graduation caps, gowns and related products for all schools at an estimated annual cost set forth in the Compensation Section of this report. Vendor was selected on a competitive basis pursuant to Board Rule 7-2. A written agreement for

made to Vendor prior to the execution of their written agreement. The authority granted herein shall

**DESCRIPTION OF PURCHASE:**

Provide student graduation caps, gowns, hoods, caps, hoods, and related products.

gowns and hoods.

**OUTCOMES:**

This agreement will allow all schools to purchase graduation caps, gowns and related graduation products at a discounted price.

**COMPENSATION:**

Vendor shall be paid in accordance with the unit prices contained in the agreement. Estimated annual

costs for the three (3) year term are set forth below:

\$400,000.00, FY 2017

\$500,000.00, FY 2018

\$500,000.00, FY 2019

\$100,000.00, FY 2020

**AUTHORIZATION:**

Authorize the General Counsel to include other relevant terms and conditions in the written agreement.

Authorize the President and Secretary to execute the agreement. Authorize the Chief Procurement Officer

to execute all other documents required to administer or effectuate this agreement.

**FINANCIAL:**

Multiple Funds Multiple Units

\$400,000.00, FY 2017  
\$500,000.00, FY 2018  
\$500,000.00, FY 2019  
\$100,000.00, FY 2020

Initial award \$1,500,000.00 for the three (3) year term. Future year funding is contingent upon budget

appropriation and approval.

CFDA#: Not Applicable

**GENERAL CONDITIONS:**

Contractor shall be responsible for the procurement of all materials and services that are necessary for the work.