

EXECUTIVE SUMMARY

IFB 18-20-22 Instructional Aids – Music

The Purchasing Department prepared an IFB on behalf of SAVE for the purchase of various instructional aids for music. A survey of all members of SAVE was issued on August 30, 2017 with 27 school districts responding for a total volume (including Tempe Elementary) of \$1,210,500.00. The notice of solicitation was sent to 385 registered vendors from the AZ Purchasing website on September 12, 2017. A solicitation amendment was released on Monday September 25, 2017 to post answers to questions submitted by the vendors. Bids were opened on September 29, 2017 at 2:00 pm with 13 acceptable bids received:


- | | |
|------------------------------------|---------------------------------|
| 1. Allegro | 8. Music in Motion |
| 2. Interstate Music (Cascio Music) | 9. Music Time Inc. |
| 3. Instrumental Music Center | 10. Superstition Mountain Music |
| 4. J.W.Pepper & Sons Inc. | 11. Sweet Pipes |
| 5. Linton Milano Music | 12. Washington Music |
| 6. Milano Music Center | 13. West Music |
| 7. Music and Arts | |

The evaluation committee was comprised of Pat Burdette, Fine Arts Coordinator for the Fine Arts Department and Monique Harris, Senior Buyer. The evaluation committee determined an award to the lowest, responsible, responsive bidder by line item was most advantageous to the District. The committee recommended contract awards to the following vendors:

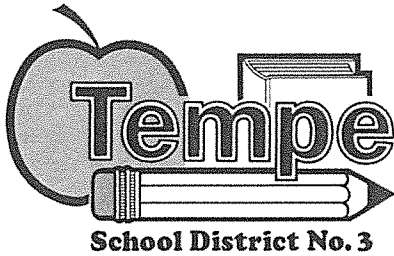
- | | |
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| 1. Allegro | 10. Superstition Mountain Music |
| 2. Interstate Music (Cascio Music) | 11. Sweet Pipes |
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| 4. J.W.Pepper & Sons Inc. | 13. West Music |
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| 6. Milano Music Center | |
| 7. Music and Arts | |
| 8. Music in Motion | |
| 9. Music Time Inc. | |

This contract is for the 2017-2018 school year. The estimated annual expenditure is \$80,000.

The contract is scheduled for Governing Board approval on October 18, 2017.



Monique Harris, Senior Buyer



Determination USE OF MULTI-TERM CONTRACT

The award of contracts under this Invitation for Bid (IFB) will result in a multi-term contract to cover the current one year with the option of four (4) annual renewals. In accordance with School District Procurement Rules R7-2-1093, before the use of a multi-term contract, the Governing Board must make a written determination that it is appropriate to do so. In accordance with Tempe School District No. 3 Governing Board Policy DJE adopted by the Governing Board on September 5, 2001, the Superintendent or Chief Financial Officer have been delegated authority by the Governing Board to make this written determination.


The District has determined the necessity of a multi-term contract based on the following factors:

1. A multi-term contract will provide for continuity of the required services by allowing the District to use a contractor/vendor that is familiar with the District's needs and requirements. This will eliminate the familiarity period usually associated with new vendors.
2. A multi-term contract will promote efficiency for the District by eliminating the need to annually prepare, let and award an IFB. The IFB contains a means for the District to cancel or not renew the contract if doing so becomes in the District's best interest.
3. A multi-term contract will promote competition among the vendors by providing the opportunity of five (5) consecutive years of business with the District. The requirement that the contract be renewed annually will encourage the contractor to maintain competitive pricing.
4. The use of the subsequent multi-term contracts will serve the best interests of the school district by encouraging effective competition or otherwise promoting economies of scale in school district procurement.
5. The need for required services is anticipated to exist for at least as long as the maximum contract term and is reasonable and continuing.
6. The term of the contract and conditions for renewal are contained within the solicitation.
7. Funds are currently available for the initial contract term. If monies are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor may only be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the materials or services delivered under the contract or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purposes.

For these reasons, it is advantageous to the District to enter into a contract for a period of up to five (5) years as allowed by the School District Procurement Code.

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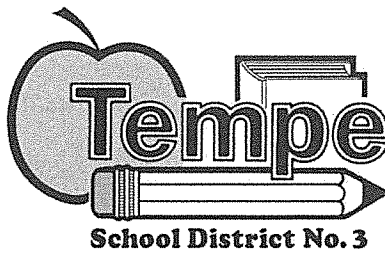
Instructional Aids - Music
Solicitation Title



Elizabeth Yeskey, Chief Financial Officer

9/12/2017

Date



Determination MULTIPLE AWARD

When making a multiple award, a written determination must be made by the District that a single award is not advantageous to the District. A multiple award should be limited to the least number of suppliers necessary to meet the needs of the District.

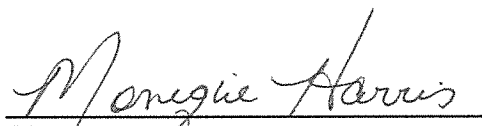
A multiple award is in the best interest of all Strategic Alliance for Volume Expenditures (SAVE) members in order to meet the purchase requirements of the schools and departments. The needs under this contract are numerous and varied. These issues create the need for a contract that:

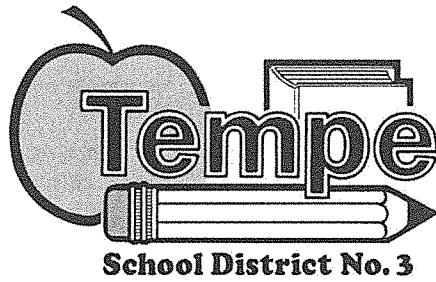
1. Allows for a more comprehensive selection of music related instructional aids which would not be available exclusively through one vendor.
2. To offset potential availability, hardship and supply issues and ensure the varied products are available to the SAVE members at all times.
3. Assist the SAVE members in assuring product coverage by providing a more comprehensive selection of products than can be had through one bidder.
4. The least number of vendors are recommended for award to meet the needs of the SAVE members based on survey volume and vendor response to market basket items.

The District/SAVE member shall determine which of the contracts awarded best meets the needs of a particular purchase when utilizing this contract. Based upon these factors, the District has determined the necessity of a multiple award for Instructional Aids - Music. The contract award recommendation is to the least number of suppliers necessary to meet the needs of the District. A single award is not advantageous to the District for the reasons listed above.

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Signature

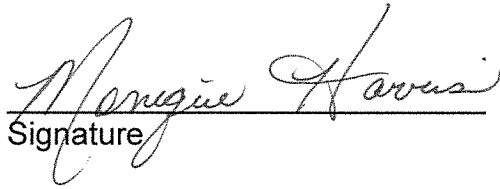


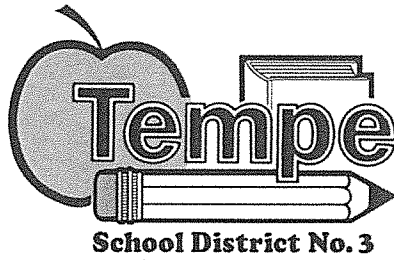
**Determination
AWARD OF IFB**

It is recommended that multiple awards shall be limited to the least number of suppliers necessary to meet the requirements of the District and SAVE members by category. Award will be made to the overall low, responsible, responsive bidder(s). This recommendation is in the best interest of the district.

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Signature

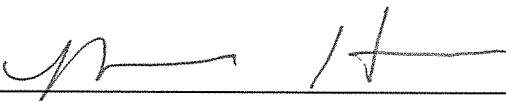


**Determination
TYPES OF SPECIFICATIONS
(BRAND NAME)**

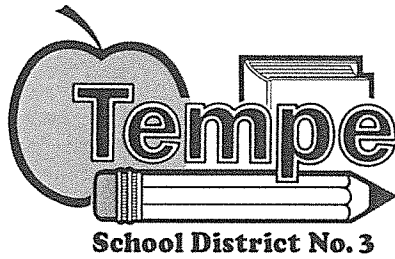
1. In accordance with A.A.C. R7-2-1102, C, "Brand name specification. A brand name specification may be prepared and utilized only if the school district makes a determination in writing that only the identified brand name item will satisfy the school district's needs."
2. A brand name for various method books and concert selections is advantageous to the school district as it establishes the typical music selections used in the classroom. Alternates are not applicable for both categories. A brand name specification has been used on some of the items in efforts to provide examples of titles that are commonly purchased for evaluation purposes. The District may purchase other selections using the catalog discount offered.
3. The nature of products being bid makes the use of a brand name specification suitable for this procurement.

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Signature




**Determination
TYPES OF SPECIFICATIONS
(BRAND NAME OR EQUAL)**

1. In accordance with A.A.C. R7-2-1102, B, "Brand name or equal specification. A brand name or equal specification may be used when the school district determines in writing that the use of a brand name or equal specification is advantageous to the school district."
2. A brand name or equal specification is advantageous to the school district as it establishes the quality design and performance required. This type of specification is critical to establishing the quality of various music supplies and instruments. The District will evaluate all brands and models offered.
3. The nature of certain products being bid makes the use of a brand name or equal specification suitable for this procurement.

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Signature

CONFLICT OF INTEREST STATEMENT

Contract Type **IFB**

Award Number **18-20-22**

Award Description **Instructional Aids-Music**

As the Procurement Officer responsible for maintaining the integrity of the evaluation process by overseeing the activities of the Evaluation Committee, if applicable, and directly interfacing with Offerors/Bidders who responded to the above-referenced solicitation, I agree to abide by the following:

Use my familiarity with particular brands, type of equipment, materials, services, Individuals or firms to increase my understanding of the requirements stated in the solicitation, however, the content of each proposal shall be evaluated based upon the evaluation criteria stated in the solicitation.

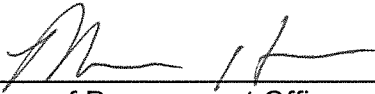
Maintain the integrity of the evaluation process by working closely with the Evaluation Committee, if applicable, to insure that each Offeror/Bidder is given a fair and equal consideration and that details of proposal content or any Offeror/Bidder are not discussed with other than the Committee or Procurement Officer until after contract award.

In keeping with A.R.S. 41-2616C and 38-503, any potential conflict of interest or any other inappropriate action will be documented and investigated to determine the merits of the situation.

Based upon documented findings, take appropriate action that involves the Offeror/Bidder, the Committee Member, and/or other interested party(ies).

Represent the Committee, if applicable, in all dealings concerning direct contact with an Offeror/Bidder especially during the clarification and/or Best And Final Offer portion of the evaluation process.

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I understand the above and agree to be bound by the rules and principals represented. I know of no conflict of interest on my part nor shall I take any action (e.g., commit an indiscretion or accept any gratuities or favors) that would compromise my impartiality or my responsibilities as the Procurement Officer. I will maintain all deliberations of the Evaluation Committee, if applicable, in strict confidence during the evaluation process. My review of the recommendations by the Committee members, if applicable, and my final recommendation for contract award shall be based upon the evaluation criteria as stated in the solicitation in keeping with the Arizona School District Procurement Code.



Signature of Procurement Officer

Monique Harris
Printed Name

Department: Purchasing