



To: Coppell ISD Board of Trustees
From: Josette Dobbins, Director of Purchasing
Date: July 27, 2026
cc: Dr. Leanne Shivers, Dr. Amber Lasseigne, Erica Devould, and Randy Fite
Re: *Approval of Catalog Request for Proposal (RFP) Vendor Awards for the 2026–2027 School Year*

The Purchasing Department issued Requests for Proposals (RFPs) to establish pools of qualified suppliers for commonly purchased goods and services that support district operations. These catalog RFPs provide campuses and departments with multiple pre-qualified vendor options for recurring purchases while ensuring compliance with applicable federal and state procurement laws, Board policy, and district purchasing procedures.

Because the district cannot accurately predict future quantities, timing, or the specific needs of campuses and departments, these solicitations establish qualified supplier pools rather than procure predetermined quantities of goods or services. Vendors were evaluated based on their qualifications, experience, demonstrated ability to meet the district's operational needs, and compliance with the solicitation requirements. Pricing was not evaluated during the qualification phase. As purchasing needs arise, the district may obtain quotations, negotiate pricing and contract terms when permitted by law and the solicitation, or otherwise procure from the qualified supplier pool in accordance with Texas Education Code §44.031, the Texas Education Agency's *Financial Accountability System Resource Guide (FASRG)*, Module 5–Purchasing, Board policy, and the terms of the awarded contracts.

The following catalog RFPs are recommended for Board approval:

- Bid #AthEqSvc-002-24R4 – Athletics Equipment and Services (Catalog)
- Bid #961-23R4 – Catering, Prepared Foods, and Retail Foods (Catalog)
- Bid #FoodSvc-001-24R5 – Food Services: Groceries, Restaurants, and Related Services (Catalog)
- Bid #837966-23R4 – Printing, Promotional Items, Awards, and Related Services (Catalog)
- Bid #785-23R4 – School Equipment, Teaching Aids, Supplies, and Related Services, Including Online Subscriptions (Catalog)

Collectively, these contracts establish qualified supplier pools for recurring district purchases. Approval of these contracts does not obligate the district to purchase a minimum quantity or dollar amount from any vendor. Individual purchases will be made only as operational needs arise and only when funding is available within the approved budget.

Term of Award

Contracts will be awarded for an initial one-year term, with the option for annual renewals for up to five (5) years through 2028, upon mutual agreement of the district and the vendor and contingent upon continued satisfactory performance and the district's operational needs. Multiple vendors may be awarded within each category to provide the district with the best value and sufficient supplier availability in accordance with Texas Education Code §44.031(b).

Fiscal Impact

Purchases made under these contracts will be funded through the approved budgets of the respective campuses and departments. Board approval of these contracts does not authorize expenditures beyond those approved through the district's annual budget process.

Recommendation

Administration recommends that the Board of Trustees approve the award of contracts to the responsive and responsible vendors identified in the attached catalog RFPs for the 2026–2027 school year. Approval will establish qualified supplier pools that provide campuses and departments with timely access to competitively procured goods and services while supporting efficient district operations and continued compliance with applicable procurement requirements.