



Subject: Authorization of Contract Award

To: Andy Pechacek
From: Jason Wickel
Date: July 12, 2010

BACKGROUND INFORMATION

The Region 4 Education Service Center Board of Directors established The Cooperative Purchasing Network (TCPN) on June 17, 1997 to provide cooperative purchasing opportunities to school districts and public entities statewide. The Board of Trustees delegated responsibility for approval of new contracts to Region 4 ESC Deputy Director, Financial Services/CFO.

ADMINISTRATIVE CONSIDERATIONS

Award(s) of annual contract(s) in compliance with the bid laws of the State of Texas are recommended.

RECOMMENDATIONS

TCPN recommends the following contract be awarded based on the Request For Proposal (RFP) process:

<u>Contract</u>	<u>Vendor</u>	<u>Term of Contract</u>
Office Supplies, Related Products and Office Services	Office Depot, Inc.	20 Months with three (3) annual renewals

ACTION REQUIRED

Support documentation has been attached for reference. Please indicate your decision below and return.

☒ Approve

☐ Disapprove

Signature

Date

The answer is 4®

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Bill McKinney, Ph.D. – Executive Director