CHRISTIAN COUNTY
PUBLIC SCHOOLS
A Community Committed to Phenomenal Schools

200 Glass Ave.
Hopkinsville, Kentucky 42240
PO BOX 609
(270) 887-7000
www.christian.kyschools.us

BID INVITATION
GRADUATION DIPLOMAS

The Christian County Board of Education requests sealed proposals for the purpose of selecting a provider of Graduation Diplomas for each of our high schools for the period of July 1, 2021 through June 30, 2022.

Bids will be received until 11:45 a.m., March 26, 2021 at which time bids will be opened. Bids must be sealed in an envelope that is clearly marked "**Graduation Diplomas**" and delivered to the Christian County Board of Education, 200 Glass Ave, PO Box 609, Hopkinsville, KY 42240; ATTN: Jessica Darnell.

The District reserves the right to accept or reject any and all bids and to waive any informality in bids if that action is in the best financial interest of the Board. Any questions can be directed to Jessica Darnell at (270)887-7006.

The intent of this Request for Proposal (RFP) is to solicit proposals from vendors to establish a contract with one company to provide Graduation Diplomas for the Christian County Public Schools (CCPS) for the 2021-2022 school year. CCPS may, upon mutual agreement with the successful vendor, extend the contract period, for an additional one year period.

Proposals and pricing must be submitted for the entire scope of services contained in this RFP. The District reserves the right to waive any informalities, qualifications, irregularities, and omissions or reject any or all proposals if it determines that proposals are not responsive to the RFP or the proposals themselves are judged not to be in the best interest of the District. All vendors submitting proposals agree that their pricing is valid for a minimum of one year after proposal submission. CCPS reserves the right to request a representative sample of the items bid prior to the award.

It is requested that all vendors submitting proposals include at least two school references with contact information and a sample.

Christian County High School

Diploma Specifications:

Cover will be royal blue, Morocco cover grain, leatherette cover material, regular panoramic cover fold, NewYorker 7 x 9 cover size, Christian County High School in silver, engraved in the center of cover in Old English styling. Lining will be taffeta, lining color will be white, four royal blue corner pockets, Christian County High School's etching in center of page 2.

Inserts:

Inserts will be 5.10 x 7.10 on American parchment stock. The heading style will be curved and shaded engraved with Christian County High School. Three signature titles will appear: Principal, Superintendent, and Chairman of the Board of Education. Three facsimile signatures will be engraved on each diploma. All student names will be engrossed, the date of graduation will be engraved and the seal will appear in the top center in silver, red, and royal blue. The entire diploma insert is to be engraved.

Hopkinsville High School (only differences noted)

Diploma Specifications:

Cover color black; Hopkinsville High School in gold; lining cover will be orange; four orange corner pockets; Hopkinsville High School's etching will be in center of page 2.

Inserts:

The heading style will be curved and shaded engraved with Hopkinsville High School. All student names will be engrossed, the date of graduation will be engraved and the school seal will appear in the top center in gold, orange and black.

PROPOSAL FORMAT

1. Company name, location and local contact name and phone numbers
2. List of all company representatives who will be providing services to CCPS
3. Local representative's immediate supervisor's name and contact numbers
4. List of at least two school references with contact name and numbers
5. Exceptions to the RFP – All requested information in this RFP must be provided. Vendors may take exception to certain requirements if exceptions are clearly identified in this section with written explanation.
6. Price per diploma with insert for 400-500 total per year
7. Samples

The award of any contract shall be at the sole discretion of the District. The award shall be based upon the evaluation of all information submitted and any clarifying information solicited. The District intends to award a contract to the Vendor whose proposal is most advantageous to the District with respect to quality, price, and service. However, the District reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality, and to negotiate any prices or services offered by the Vendor.