



**Official Form
of
Ogden Preparatory Academy**

3. Fiscal Management

3.06.TPL.1 Procurement Comparison Form

Effective/Revision Date: 05/11/2020

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Item(s) and/or Service(s) being procured

Student Pictures and Yearbook Vendor

Vendor #1	Total Cost/time frame	Date Received
LifeTouch		
Contact Name	Contact Number/Email	Website/other
Brian Fife		
Specific Characteristics of Proposal		
Planners: \$2.80-\$2.92/book. Third party vendor discount procured by Lifetouch. Information to the printer early in the calendar year. Pictures: \$14.99 minimum package Yearbooks: \$12 Elementary Softcover, \$16 Elementary Hardcover, \$18 JH hardcover Printing: \$1,000/year/building		
Vendor #2	Total Cost	Date Received
Bell		
Contact Name	Contact Number/Email	Website/other
Mike Van Dyke		
Specific Characteristics of Proposal		
Planners: \$1.50 in house printing; information to printer by July. Pictures: \$10.00 ala carte (cheapest option) or \$12-24 for minimum package similar to Lifetouch Yearbooks: \$10 Softcover, \$12 hardcover Printing: \$1,500/year/building		

Specific documents to support bids should be attached to this form.

- Check if a second form is attached for additional vendor proposals. If completing digitally, additional vendor fields may be copied and pasted above in lieu of an additional form.

OPA Employee Contact Name	Date of Review
Debbie Deem	03/2021
Considerations for Decision	
Cost Timeline for submissions and deliverables Location	
Vendor Selected	Date of Approval

Document History

Approved: 05/11/2020

Legal References