



**LOUDOUN COUNTY PUBLIC SCHOOLS**  
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES  
PROCUREMENT DIVISION  
21000 Education Court, Suite #301  
Ashburn, VA 20148  
Phone (571) 252-1270 Fax (571) 252-1432

March 1, 2020

**Contract Information**

<b>Title:</b>	Student Planners
<b>IFB/RFP Number:</b>	RFP #R16108 R4
<b>Supersedes:</b>	NA
<b>Vendor Name:</b>	See attached Vendor List for Multiple awards
<b>Debarment Form:</b>	Required: No Form on File: Not Applicable
<b>Contractor Certification:</b> Virginia Code 22.1-296.1 ...the school board shall require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.	Required: Yes Form on File: Yes
<b>Pricing:</b>	See attached Pricing Sheet(s)
<b>Contract Period:</b>	Through February 28, 2021
<b>Contract Renewal Number:</b>	4
<b>Number of Renewals Remaining:</b>	0
<b>Procurement Contact:</b>	Pixie M. Calderwood
<b>Procurement Director:</b>	Andrea Philyaw



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**CONTRACT MODIFICATION**

Date: December 23, 2019  
 Contract No.: RFP #R16108  
 Modification No.: 4  
 Contractor: **SCHOOL DATEBOOKS**  
 2880 U.S. Hwy 231 South, Suite 200  
 Lafayette, IN 47909  
 CONTACT: Ben Nellis  
 H: 800-705-7526 765-471-8883 (Direct)  
 FAX: 765-471-8874  
 bennellis@sdiinnovations.com

SUBJECT: CONTRACT RENEWAL

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

By mutual agreement, contract RFP #R16108, **Student Planners** is renewed for a period of one year from **March 1, 2020 through February 28, 2021**, in accordance with section 11.2 and 11.3 of the contract. The Terms and Conditions will be as specified in the original contract. This is the fourth and final renewal on this contract.

SCHOOL DATEBOOKS

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: *Ben Nellis*  
 AUTHORIZED SIGNATURE

BY: *Andrea Orlikow*  
 AUTHORIZED SIGNATURE

TITLE: *SALES REPRESENTATIVE*

TITLE: *Director, Procurement*

DATE: *1/2/2020*

DATE: *2/20/2020*  
*Risk Management*



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**CONTRACT MODIFICATION**

Date: December 23, 2019

Contract No.: RFP #R16108

Modification No.: 4

Contractor: **SCHOOL MATE**  
PO Box 2110  
Kearney, NE 68848 CONTACT:  
Cari Greenough PH: 800-516-  
8339  
FAX: 800-570-1767  
planner@schoolmate.com

SUBJECT: CONTRACT RENEWAL

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

By mutual agreement, contract RFP #R16108, **Student Planners** is renewed for a period of one year from **March 1, 2020 through February 28, 2021**, in accordance with section 11.2 and 11.3 of the contract. The Terms and Conditions will be as specified in the original contract. This is the fourth and final renewal on this contract.

SCHOOL MATE

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: Cari Greenough  
AUTHORIZED SIGNATURE

BY: Andrew Orlyew  
AUTHORIZED SIGNATURE

TITLE: Customer Service Manager

TITLE: Director - Procurement / Risk Management

DATE: 1/13/2020

DATE: 2/10/2020



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**CONTRACT MODIFICATION**

Date: December 23, 2019  
 Contract No.: RFP #R16108  
 Modification No.: 4  
 Contractor: **SUCCESS BY DESIGN**  
 308 Virginia Avenue  
 Cumberland, MD 21502  
 CONTACT: Megan Simms  
 PH: 304-209-2154  
 megan@successbydesign.com

SUBJECT: CONTRACT RENEWAL

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

By mutual agreement, contract RFP #R16108, **Student Planners** is renewed for a period of one year from **March 1, 2020 through February 28, 2021**, in accordance with section 11.2 and 11.3 of the contract. The Terms and Conditions will be as specified in the original contract. This is the fourth and final renewal on this contract.

SUCCESS BY DESIGN

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: Sharon Kessler  
 AUTHORIZED SIGNATURE

BY: Andrea [Signature]  
 AUTHORIZED SIGNATURE

TITLE: Controller

TITLE: Director - Procurement  
Risk Management

DATE: 12/30/19

DATE: 2/10/2020



# 2020 Standard Contract

2880 U.S. Hwy. 231 S.  
Lafayette, IN 47909-2874  
Phone: (800) 705-7526  
Fax: (765) 471-8874

**School**  
Loudoun County Public Schools  
21000 Education Ct  
Broadlands, VA 20148

**Contact**

**Sales Rep:** Ben Nellis  
bennellis@schooldatebooks.com  
CSR:

**Bill To**

**Ship To**

Product Name	#books	#Pages	Cost/Book	Base Cost

## Discounts \* Discounts do not apply to three-year contracts

4% Discount per year with a three-year contract	Sub-Total	x	0.04
4% Discount for contracts received by 10/25/19*	Sub-Total	x	0.04
3% Discount for contracts received by 12/13/19*	Sub-Total	x	0.03
2% Discount for contracts received by 4/3/20*	Sub-Total	x	0.02
1% School District Discount	Sub-Total	x	0.01

## Enhancements

Cover Option: Custom PolyFusion, Custom Card-Stock, Window, Personalized, or Standard	\$0.00-\$0.70	x	#Books
Custom Cardstock Back Cover	\$0.00-\$0.20	x	#Books
Printing on inside covers (inside front and inside back)	\$0.00-\$0.35	x	#Books
Vinyl pocket page	\$0.20-\$0.30	x	#Books
Stickers (per sheet)	\$0.00-\$0.30	x	#Books
Card-stock hall pass	\$0.10-\$0.20	x	#Books
Full Color handbook	\$0.00-\$2.40	x	#Books
Enhancement Fee	\$0.25	x	#Books
Esteem Elementary	\$0.00	x	#Books
Esteem High	\$0.00	x	#Books
Esteem Middle	\$0.00	x	#Books
Foundations Elementary	\$0.00	x	#Books
Foundations High	\$0.00	x	#Books
Foundations Middle	\$0.00	x	#Books

## Accessories

Wall chart	\$5.00	x	
This Week Marker	\$0.20	x	
Stem Lesson Plans	\$19.99	x	
Teacher Lesson Plan and Grade Book	\$3.95	x	
Illustration Posters Set 1	\$19.99	x	
Illustration Posters Set 2	\$19.99	x	
Photograph Posters Set 1	\$19.99	x	
Photograph Posters Set 2	\$19.99	x	

~~Shipping and Handling~~ +13%

\* Net 30 (Net due within 30 days from invoice date)

\* Sales tax will be added if applicable

Total  

\*\*\* Desired Delivery Date: \_\_\_\_\_ \*\*\*

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.



www.schoolmate.com

January 13<sup>th</sup>, 2020

Loudoun County Public Schools  
Procurement Services  
21000 Education Court, Suite #301  
Ashburn, Virginia 20148  
Re: Renewal of RFP# R16108

To whom it may concern:

Thank you for sending a bid renewal request for School Mate® Student Planners. We are pleased to continue the agreement with Loudoun County Public Schools for another year. We have bid our own School Mate® Student Planner products as an alternate to any planner identified in your original specifications. Product details can be found on our web-site at [www.schoolmate.com](http://www.schoolmate.com).

On our web-site, please find an updated Student Planner Order Form and pricing for the upcoming 2020-2021 school year. Please refer to our original bid documents for all deviations and specifications.

If you have any questions or comments, feel free to contact me at 800-516-8339, I am available 8:00 a.m. to 5:00 p.m. CST, each business day. I look forward to working with you.

Sincerely,

  
Cari Greenough  
Customer Service Manager

# 2020-2021 PRICE LIST



## BASE LIST PRICE

**STOCK PLANNERS** (min. order 25) are basic planners without bound options. You may choose from any available cover. The STOCK PLANNER base price is determined by quantity.

Planner Quantity	50–265	275–675	685–1000	1000+
Success by Design Student Planners (Character Line, All Levels)	\$2.50	\$2.35	\$2.34	\$2.23
STEM Student Planners (Stock Planner, All Levels)	\$3.41	\$3.12	\$2.92	\$2.80

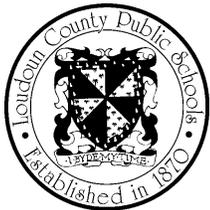
**CUSTOM PLANNERS** (min. order 100 – Shipping Extra) are planners which include any bound options or cover personalization. You may choose from any available cover. Non-bound options are also available for CUSTOM PLANNER orders. The CUSTOM PLANNERS base price is determined by quantity. CUSTOM PLANNER orders require special attention to detail. Many options must be hand-collated into the planners before binding, resulting in a higher base price.

B O U N D  O P T I O N S	School Handbook - Black	\$0.04
	School Handbook - Color	\$0.17
	Custom Large Cover - Laminated 1/0 (One Sided, color or B/W)	\$0.26
	Custom Large Cover - Laminated 1/1 (Two Sided, color or B/W)	\$0.36
	Hall Pass – All Levels	\$0.15
	Teacher Pack - Teacher Insert, Lesson Planning, and Grade Records	\$2.50
	Ruler PF – Page Finder	\$0.25

CUSTOM SHIPPING SCHEDULE	
Print-Ready Materials Received By:	Order Ships By:
May 22	July 10
May 29	July 17
June 5	July 31
June 19	August 14
June 26	August 21

### (6-8 Weeks Custom Shipping Schedule)

Custom orders may be completed prior to the scheduled ship date. Please indicate any time periods when your school cannot accept a shipment during the summer months. Please mark this on the order so we do not ship an order to a closed school.



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**VENDORS - RFP #R16108 "STUDENT PLANNERS"**

**SCHOOL DATEBOOKS**

2880 U.S. Hwy 231 S. Suite 200  
Lafayette, IN 47909  
CONTACT: Ben Nellis  
PH: 800-705-7526 Direct: 765-807-8158  
[Bennellis@Schooldatebooks.com](mailto:Bennellis@Schooldatebooks.com)

**SCHOOL MATE**

PO Box 2110  
Kearney, NE 68848  
CONTACT: Cari Greenough  
PH: 800-516-8339  
FAX: 800-570-1767  
[planner@schoolmate.com](mailto:planner@schoolmate.com)

**SUCCESS BY DESIGN (*Formally Alliance Publishing*)**

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Wyoming, MI 49548  
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CELL: 304-209-2154  
FAX: 616.247.4648  
[megan@successbydesign.com](mailto:megan@successbydesign.com)