

Purchasing Office
191 South East St
Frederick, Maryland 21701
301-644-5212 phone
301-644-5213 fax



Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Manager
Kim Miskell, CSBO, Assistant Purchasing Manager
Roy McHaffa, CPP, CPDW, Purchasing Agent
David Guzman, Purchasing Agent

MEMORANDUM

TO: Bill Meekins, CPPB, CPPO, NIGP-CPP, CSBO, CPCP, Purchasing Manager
FROM: Roy McHaffa, CPP, CPDW, Purchasing Agent
DATE: June 20, 2024
SUBJECT: Formal Quote 24FQ4, Graduation Streaming Services

In accordance with purchasing regulation 205-01, formal request for quotation will be issued for costs \$50,000 - \$100,000 and will be awarded by the Purchasing Department. I am requesting your consideration of the above mentioned formal quote.

Attached, please find the recommendation and bid tab for Formal Quote 24FQ4, Graduation Streaming Services. Approval of this recommendation will include approval to invoke the option to renew the contract for two additional one-year periods, if it is in the best interest of Frederick County Public Schools to do so. The total services to be provided during the contract period are not expected to exceed \$100,000.

Please indicate your approval by signing below.

APPROVED:

Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO, CPCP
Purchasing Manager

RM/sg

Enclosure

**FORMAL QUOTE 24FQ4
GRADUATION STREAMING SERVICES**

FACT SHEET

A. **Overview:** This recommendation is to establish a contract for graduation streaming services.

1. **Formal Quote participation:**

24 packages downloaded
6 companies submitted quotes

2. **Quotes were received from:**

Access Audio Visuals, Inc. (Capital Heights, MD)
CVW Event Productions (Herndon, VA)
Donovan Marks Photography (Hyattsville, MD)
Extraordinary Entertainment, Inc. (Gaithersburg, MD)
Three Roads Communications, Inc. (Frederick, MD)
Thomas Huggins dba: Stitch House Studios, LLC (Baltimore, MD)

3. **Other facts:**

- The contract term shall be effective from date of award through June 30, 2026, with two additional one-year renewal options.
- A committee of Frederick County Public School staff independently reviewed and evaluated each proposal. Selection was based on the total score of each vendor's technical and cost proposal.
- Graduations will be held at Mount Saint Mary's Knott Arena.
- The contract will be administered by Afsneh Mirshah-Nayar, Director, School Administration.

4. **Source of funding:** FY25 Approved Operating Budget and contingent upon Board approval of FY26 Operating Budget.

B. **Recommendation:** Staff recommends the contract for Formal Quote 24FQ4, Graduation Streaming Services be awarded to Three Roads Communications, Inc., per the attached bid tabulation.

C. **Action taken by the Board (Purchasing use only):**

____ Approved	____ Denied	____ Deferred	____ Other	RM/sg
____ Date	____ Date	____ Date	____ Date	

FORMAL QUOTE 24FQ4, GRADUATION STREAMING SERVICES
BID TABULATION

	Access Audio Visuals	CVW Event Productions	Donovan Marks Photography	Extraordinary, LLC	Stitch House Studios	Three Roads Communications, Inc.
Total Cost	\$ 62,750.00	\$ 53,700.00	\$ 726,300.00	\$ 42,245.00	\$ 40,605.00	\$ 33,000.00