

TO: Dr. Randy Shaver  
FROM: Nancy Williams McReynolds  
RE: Awarding of Advertised Request for Proposals  
DATE: December 14, 2010

**Advertisement:** RFP1100 Tupelo High School  
Yearbook Proposals  
**Person Responsible:** Lee Stratton, Brittany Boggan Moore,  
yearbook sponsor  
**Funding Source:** Yearbook sales, ads, donations  
**Recommendation:** Taylor Publishing Company

Nancy McReynolds, Rachel Murphree, and Brittany Boggan Moore of TPSD accepted one Request for Proposals at 10:30 AM on Friday, November 12, 2010. One bid was received from the Taylor Publishing Company. As required by law, the RFPs are scored by points with the award belonging to the best scoring company. A panel of three people read and scored the proposal. The averaged score was 93 points for Taylor. We recommend award of yearbooks for 2010-2011 to Taylor Publishing.

DETAILS OF SCORING CRITERIA:	POSSIBLE 100 POINTS
Access to Rep & local training of software use	10
Satisfactory Cover as shown by samples	5
Book preparation submittals and methods	10
Satisfactory Timelines	10
Ability to deliver yearbooks on desired date	10
Satisfaction with previous service/products	10
Any "value added" services offered	10
Cost per yearbook	30
Any other cost factors	5