

PDC inquiry for NTPS – follow up questions from 2/3/2020

- What is the budget for Bond and Levy publications this budget cycle? (Give actual amounts spent as well as allotted budget amounts, and give the budget coverage years/dates)

The budget for our Bond and Levy publications for the 2019-2020 (September – February) school year was about \$22,000. This included design, content, translation and printing flyers, 30 signs, the mailer (about 44,000) printing and postage. Actual was about \$19,841.25

- What has the budget for Bond and Levy publications historically been? (Give years and actual amounts spent as well as allotted budget amounts)

2014 Bond only – Budget was about \$18,000 for tri-fold mailer (printing/postage), flyers and design consult. We spent about \$17,493. This was 2013-14 school year, September-February.

2016 Levy only – Budget amount was about \$8,000 for pocket cards and mailing. Actual was \$7,907.67. This was 2015-16 school year, September-February.

- Does the School District use a contractor or consultant on all bond, levy, or other district publications and videos?

Traditionally because of the size and breadth of the bond, we have hired a consultant for bond related work. Until this year we have never historically run a bond/levy together, but we hired Strategies 360 in 2019-20 to assist with public information development, design and products. In 2013-14 we hired Northwest Public Affairs, LLC.

Outside of bond/levy years we have contracted with several photographers and videographers to assist with various projects where high-quality product is needed, including our Strategic Plan, sports photos, annual reports and Community Conversations.

- If so, is there one specific contractor or consultant used for all needs? If not, who is selected and how?

No. We solicit quotes from various local and referred contractors and consultants. For the 2019-20 bond/levy consultant we interviewed two firms. Because the contracts are under \$100,000, we have not run an RFP process.

- Does the district use Print NW for all printing and mailings? If not, when are they used and for what purpose(s)?

No. We also contract with South Bay Press, Office Depot and in the past Capitol City Press. Print NW does some of our larger jobs including the mailers/newsletters and our annual wall calendar.

- Does the district use Print NW for all mailing lists? If not, when are they used and for what purpose(s)?

For our purpose, the mailings go to all our families so generally the printer develops the mailing list based on Households within our school district boundaries. If we needed a mailing just for one grade or a specific group we could generate our own lists from our student directory information. But generally we rely on our printer(s) to do the mailing list for the broader community.

Please respond by **February 7, 2020**.