

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8350

Fax: (540) 422-8355

NOTICE OF CONTRACT RENEWAL

1. DATE: March 31, 2020
2. COMMODITY NAME: Student Planners
3. CONTRACT NUMBER: RFP R16108 (Rider, Loudoun County Public Schools)
4. CONTRACT PERIOD: March 1, 2021 – February 28, 2022
5. RENEWAL OPTIONS: No remaining renewal options.
6. CONTRACTORS:
 - School Datebooks (V/N 649433)
PH: 800-705-7526
Sales Rep: Ben Nellis PH: 765-471-8883
Email: bennellis@sdiinnovations.com
 - School Mate
PH: 800-516-8339
planner@schoolmate.com
 - Success By Design
PH: 304-209-2154
Sales Rep: Megan Simms
megan@successbydesign.com
7. TERMS: Net 30 days
8. DELIVERY: F.O.B. FCPS Locations
9. FOR FURTHER INFORMATION CONTACT: Colleen Keener, CPPB, CPCP, VCO, VCA
PH (540) 422-8350
colleen.keener@fauquiercounty.gov
10. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax or courier.
5. Renewals: There are no remaining renewal options.
6. Vendors and Pricing...See below:



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, 2021

Contract Information

Title:	Student Planners
IFB/RFP Number:	RFP #R16108 R5
Supersedes:	NA
Vendor Name:	See attached Vendor List for Multiple awards
Debarment Form:	Required: No Form on File: Not Applicable
Contractor Certification: 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
Pricing:	See attachd Pricing Sheet(s)
Contract Period:	March 1,2021 — February 28, 2022
Contract Renewal Number:	5
Number of Renewals Remaining:	0
Procurement Contact:	Pixie M. Calderwood
Procurement Director:	Andrea Philyaw



LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES
PROCUREMENT AND RISK MANAGEMENT SERVICES

21000 Education Court, Suite #301
Ashburn, VA 20148
Phone (571) 252-1270 Fax (571) 252-1432

CONTRACT MODIFICATION

Date: December 11, 2020

Contract No.: RFP #R16108

Modification No.: 5

Contractor: **SCHOOL DATEBOOKS**
2880 U.S. Hwy 231 S. Suite 200
Lafayette, IN 47909
CONTACT: Tara Johnson
PH: 800-705-7526 ext. 217
Tara.Johnson@schooldatebooks.com

SUBJECT: CONTRACT RENEWAL FROM MARCH 1, 2021 THROUGH FEBRUARY 28, 2022

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, 2021 through February 28, 2022**, in accordance with section 11 of the contract. The Terms and Conditions will be as specified in the original contract. This is the fifth and last possible renewal on this contract.

SCHOOL DATEBOOKS

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: Tara Johnson
AUTHORIZED SIGNATURE

BY: Andrea Philyaw
AUTHORIZED SIGNATURE

TITLE: Territory Manager

TITLE: Director, Procurement/Risk Management

DATE: Dec. 14, 2020

DATE: 12/17/2020



Loudoun County Public Schools

Procurement Services

RE: Renewal of RFP# R16108

Good Morning Ms. Calderwood,

Thank you for sending a bid renewal request for student planners to us this year. Pricing from School Datebooks for Loudoun County Public Schools this year will be **5% off any planner, plus free shipping.**

For information on all our planners please visit our website at schooldatebooks.com. There you can see all lines of our student planners and our covers for the 2021-2022 school year.

If you have any questions please reach out to me at 800-705-7526 or tara.johnson@schooldatebooks.com. I am available each day 9:00 to 5:00 EST. We look forward to working with you.

Sincerely,

Tara Johnson

Territory Sales Manager- SDI Innovations

■ **800-705-7526 ext 217**

■ **360-510-2955 cell**

SDI Innovations – the company behind:

■ School Datebooks

■ STEM Education Works

■ Eventlink®



LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES
PROCUREMENT AND RISK MANAGEMENT SERVICES

21000 Education Court, Suite #301
Ashburn, VA 20148
Phone (571) 252-1270 Fax (571) 252-1432

CONTRACT MODIFICATION

Date: December 11, 2020

Contract No.: RFP #R16108

Modification No.: 5

Contractor: **SUCCESS BY DESIGN, INC.**
3741 Linden Ave. SE
Wyoming, MI 49548
CONTACT: Megan Simms
PH: 800-327-0057
FAX: 616-247-4648
megan@successbydesign.com

SUBJECT: CONTRACT RENEWAL FROM MARCH 1, 2021 THROUGH FEBRUARY 28, 2022

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, 2021 through February 28, 2022**, in accordance with section 11 of the contract. The Terms and Conditions will be as specified in the original contract. This is the fifth and last possible renewal on this contract.

SUCCESS BY DESIGN, INC.

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: Sharon Kerschner
AUTHORIZED SIGNATURE

BY: Andrea Philyaw
AUTHORIZED SIGNATURE

TITLE: Controller

TITLE: Director, Procurement/Risk Management

DATE: 12/14/20

DATE: 12/17/2020

2021-2022 **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.



LOUDOUN COUNTY PUBLIC SCHOOLS
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES
PROCUREMENT AND RISK MANAGEMENT SERVICES

21000 Education Court, Suite #301
Ashburn, VA 20148
Phone (571) 252-1270 Fax (571) 252-1432

CONTRACT MODIFICATION

Date: December 11, 2020

Contract No.: RFP #R16108

Modification No.: 5

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 FROM MARCH 1, 2021 THROUGH FEBRUARY 28, 2022

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, 2021 through February 28, 2022**, in accordance with section 11 of the contract. The Terms and Conditions will be as specified in the original contract. This is the fifth and last possible renewal on this contract.

SCHOOL MATE

BY: *Cari Greenough*
AUTHORIZED SIGNATURE

TITLE: *Assistant Principal Manager*

DATE: *12/15/2020*

LOUDOUN COUNTY PUBLIC SCHOOLS

BY: *Andrea Philyaw*
AUTHORIZED SIGNATURE

TITLE: Director, Procurement/Risk Management

DATE: 12/17/2020



www.schoolmate.com

December 15th, 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 this 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.

Order forms and pricing are available on our web-site www.schoolmate.com. I have also attached a copy of our most current catalog. 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



schoolmate.com/SMG21



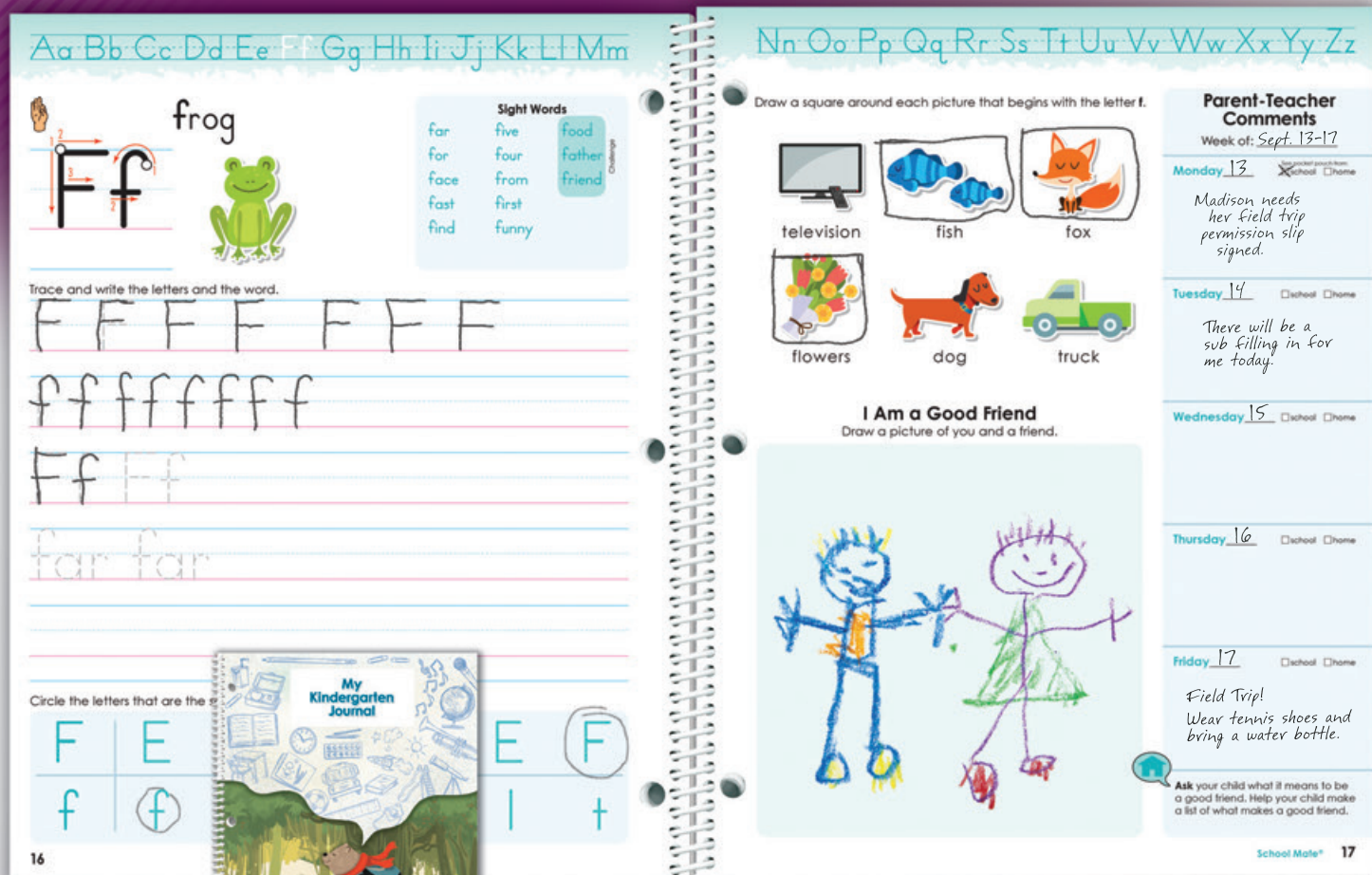
2021-2022

Student Planner Catalog

NEW!
Navigator
Planner
p. 6

2021-2022

Kindergarten Journal



KGA

FREE KGA Value Cover

Kindergarten Journal Details

- Size: 8 3/8" x 10 3/4"
- 96 full-color pages
- 3-hole drilled and plastic coil bound
- Resource pages, including American Sign Language
- Letter, number, and Sight Words practice activities
- Parent-Teacher Comments section
- Brain building activities for preschool and kindergarten

View demo pages online

Value Planner Details **KGA** **PRA**

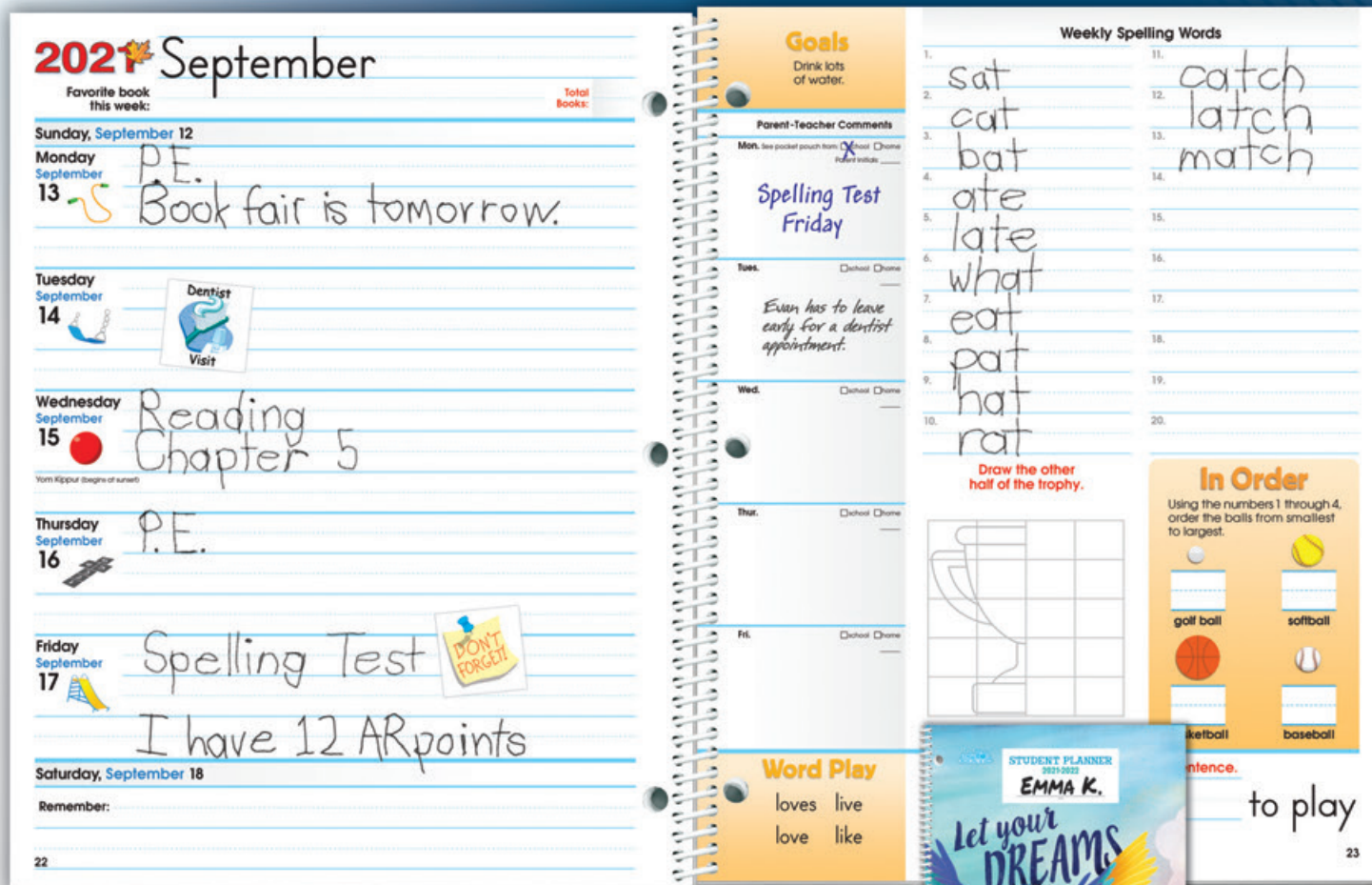
- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve™* design (p. 17)

Custom Planner Details **KGB** **PRB**

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details **KGC** **PRC**

2021-2022 Primary Planner



- Vinyl Pouch (included **FREE**)
- Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)
- Production time 1-2 weeks
- Pricing and delivery information (p. 22-23)

- Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
- Vinyl Pouch (included **FREE**)
- Available Options and Teacher Editions (p.18-19)
- Production time, pricing, and delivery information (p. 22-23)

- Add any number of Handbook Pages: maps, ads, calendars, etc. (Download templates and guidelines at schoolmate.com)
- 4¢ per page per journal or planner; 1 page = 1 side of a sheet of paper (Example: 10 handbook pages = 40¢ per journal or planner)



FREE PRA Value Cover

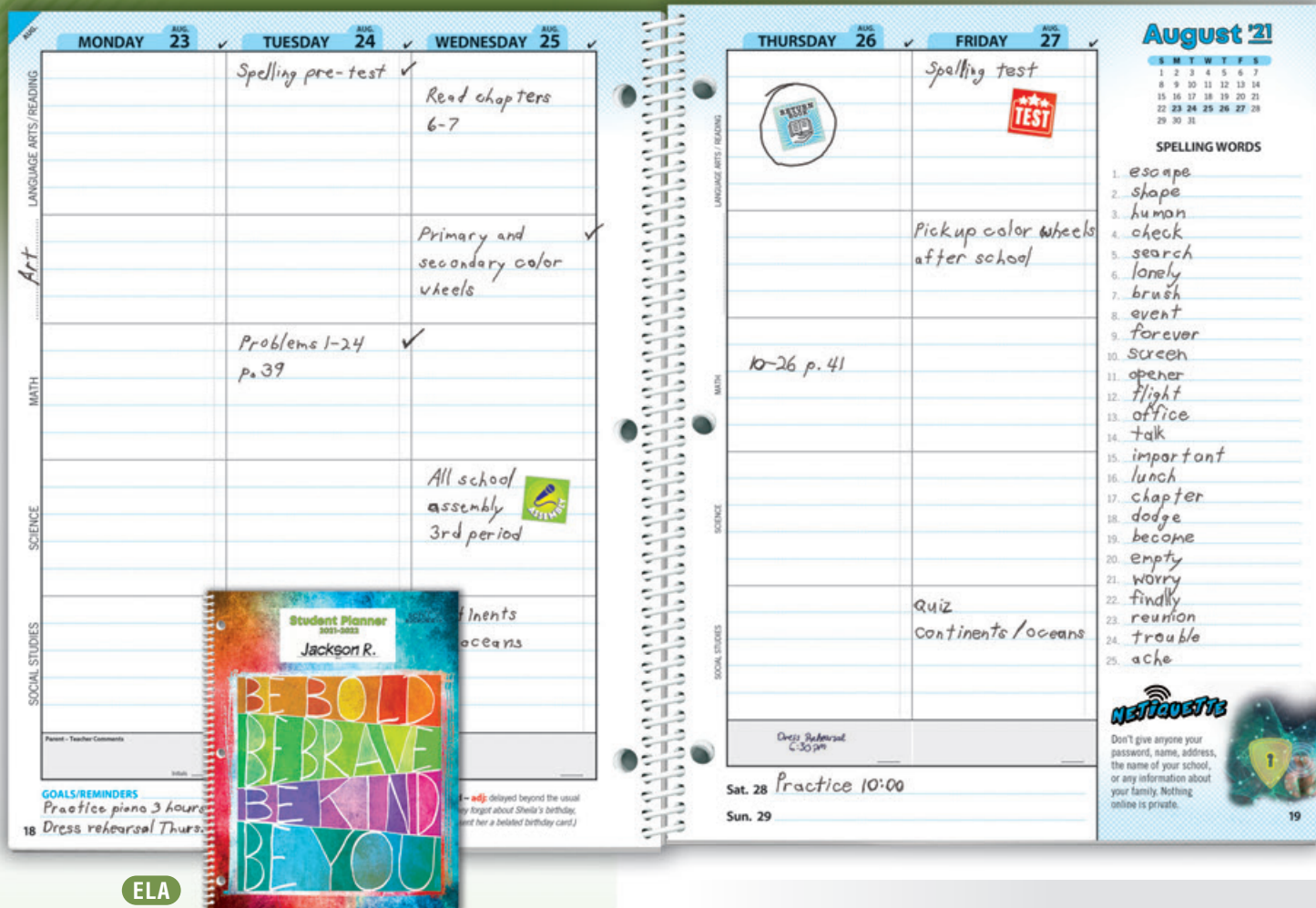
Primary Planner Details

- Size: 8³/₈" x 10³/₄"
- 104 full-color pages
- Dated Aug. 8, 2021 - July 3, 2022
- 3-hole drilled and plastic coil bound
- STEAM content
- Resource and activity pages
- Parent-Teacher Comments section
- Section for 20 spelling words

View demo pages online

2021-2022

Elementary Planner



ELA

FREE ELA Value Cover

Elementary Planner Details

- Size: 8 $\frac{3}{8}$ " x 10 $\frac{3}{4}$ "
- 104 full-color pages
- Dated Aug. 5, 2021 - July 3, 2022
- 3-hole drilled and plastic coil bound
- STEAM content
- Weekly matrix format
- Preprinted core subjects and one blank
- Resource pages
- Parent-Teacher Comments section
- Section for 25 spelling words

View demo pages online

Value Planner Details ELA MSA

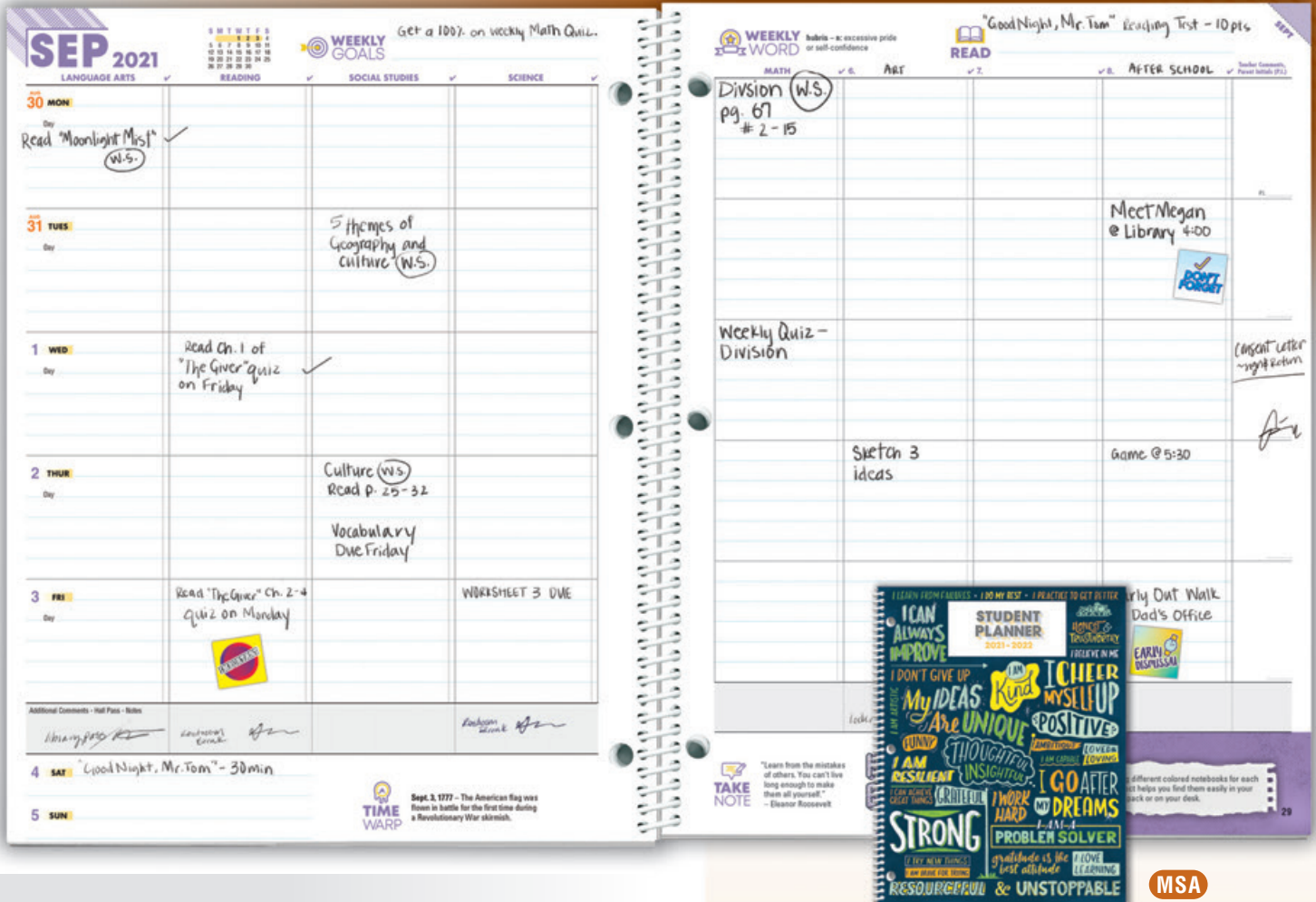
- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve™* design (p. 17)

Custom Planner Details ELB MSB

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details ELC MSC

2021-2022 Middle School Planner



- Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)

- Production time 1-2 weeks
- Pricing and delivery information (p. 22-23)

- Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
- Available Options and Teacher Editions (p.18-19)
- Production time, pricing, and delivery information (p. 22-23)

- Add any number of Handbook Pages: maps, ads, calendars, etc. (Download templates and guidelines at schoolmate.com)
- 4¢ per page per planner; 1 page = 1 side of a sheet of paper (Example: 10 handbook pages = 40¢ per planner)

FREE MSA Value Cover

Middle School Planner Details

- Size: 8³/₈" x 10³/₄"
- 112 full-color pages
- Dated Aug. 2, 2021 - July 3, 2022
- 3-hole drilled and plastic coil bound
- STEAM content
- Weekly matrix format
- Monthly planning pages
- Preprinted core subjects and three blank
- Motivational quotes and study tips
- Resource pages

View demo pages online

2021-2022

Navigator Planner

NEW!
Multi-Level
Planner



NVA

FREE NVA Value Cover

Navigator Planner Details

- Size: 8 $\frac{3}{8}$ " x 10 $\frac{3}{4}$ "
- 112 full-color pages
- Dated Aug. 2, 2021 - July 3, 2022
- 3-hole drilled and plastic coil bound
- STEAM content
- Weekly matrix format
- Monthly planning pages
- Preprinted core subjects and four blank
- Motivational quotes and study tips
- Resource pages

View demo pages online

Value Planner Details **NVA** **HSA**

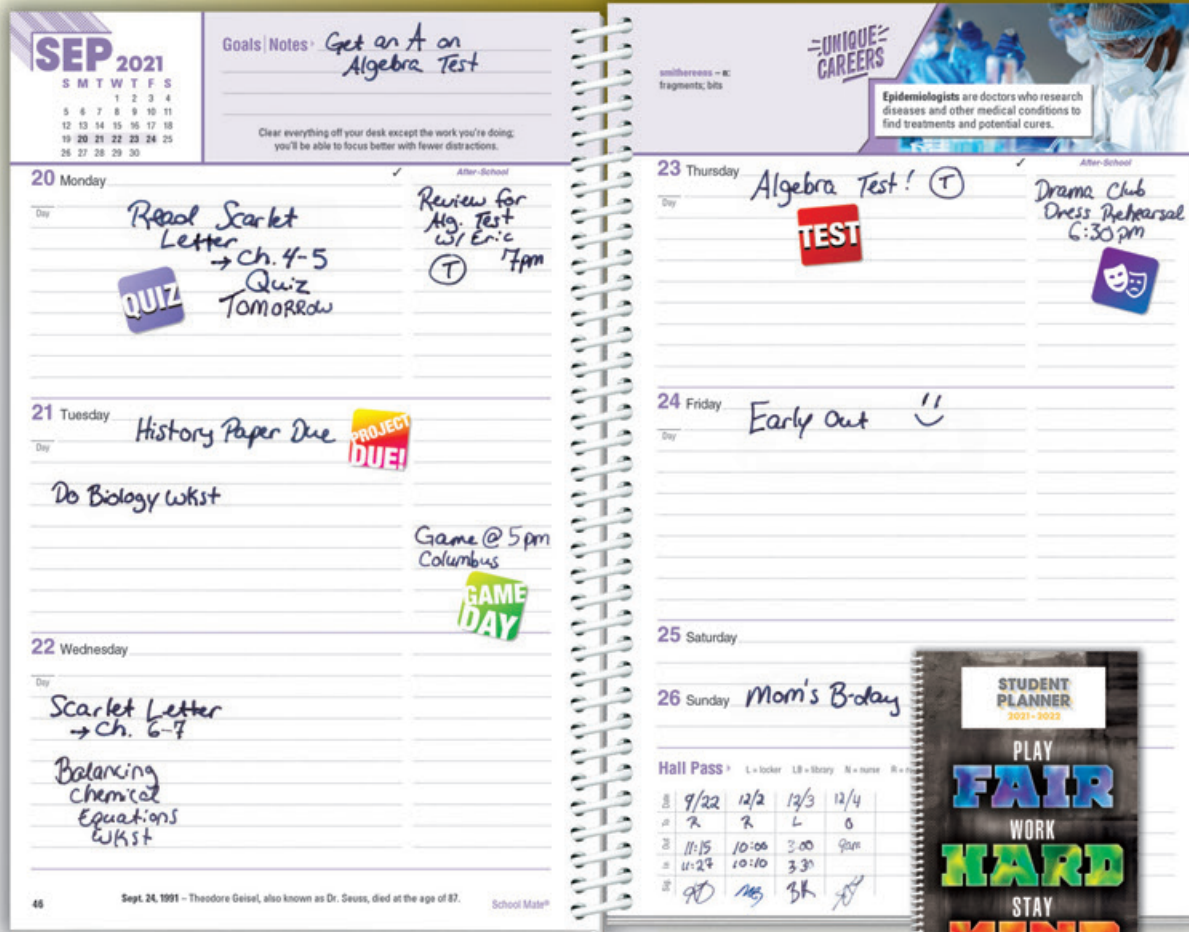
- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve™* design (p. 17)

Custom Planner Details **NVB** **HSB**

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details **NVC** **HSC**

2021-2022 High School Planner



HSA

FREE HSA Value Cover

- Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)
- Production time 1-2 weeks
- Pricing and delivery information (p. 22-23)

- Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
- Available Options and Teacher Editions (p.18-19)
- Production time, pricing, and delivery information (p. 22-23)

- Add any number of Handbook Pages: maps, ads, calendars, etc. (Download templates and guidelines at schoolmate.com)
- 4¢ (NVC) or 3¢ (HSC) per page per planner; 1 page = 1 side of a sheet of paper (Example: 10 handbook pages = 40¢ per NVC planner)

High School Planner Details

- Size: 5 $\frac{3}{8}$ " x 8 $\frac{3}{8}$ "
- 144 full-color pages
- Dated Aug. 2, 2021 - July 3, 2022
- Plastic coil bound
- STEAM content
- Weekly and monthly planning pages
- Weekly Hall Pass, Goals, and Notes
- Motivational quotes and study tips
- Resource pages

View demo pages online

2021-2022

Dated Agenda



AGA

FREE AGA Value Cover

Dated Agenda Details

- Size: 7" x 9"
- 112 full-color pages
- Dated Aug. 2, 2021 - July 3, 2022
- 2-hole drilled and plastic coil bound
- Weekly matrix format
- Preprinted core subjects and three blank
- Priority/Check-off space
- Hall Pass (4 pages), Goals, and Notes
- Motivational quotes and study tips
- Resource pages

View demo pages online

Value Agenda Details AGA UDA

- 25 minimum order for Dated Agendas, 60 minimum order for Undated Agendas
- Value Cover printed on cardstock with plastic lamination (as shown)

Custom Agenda Details AGB

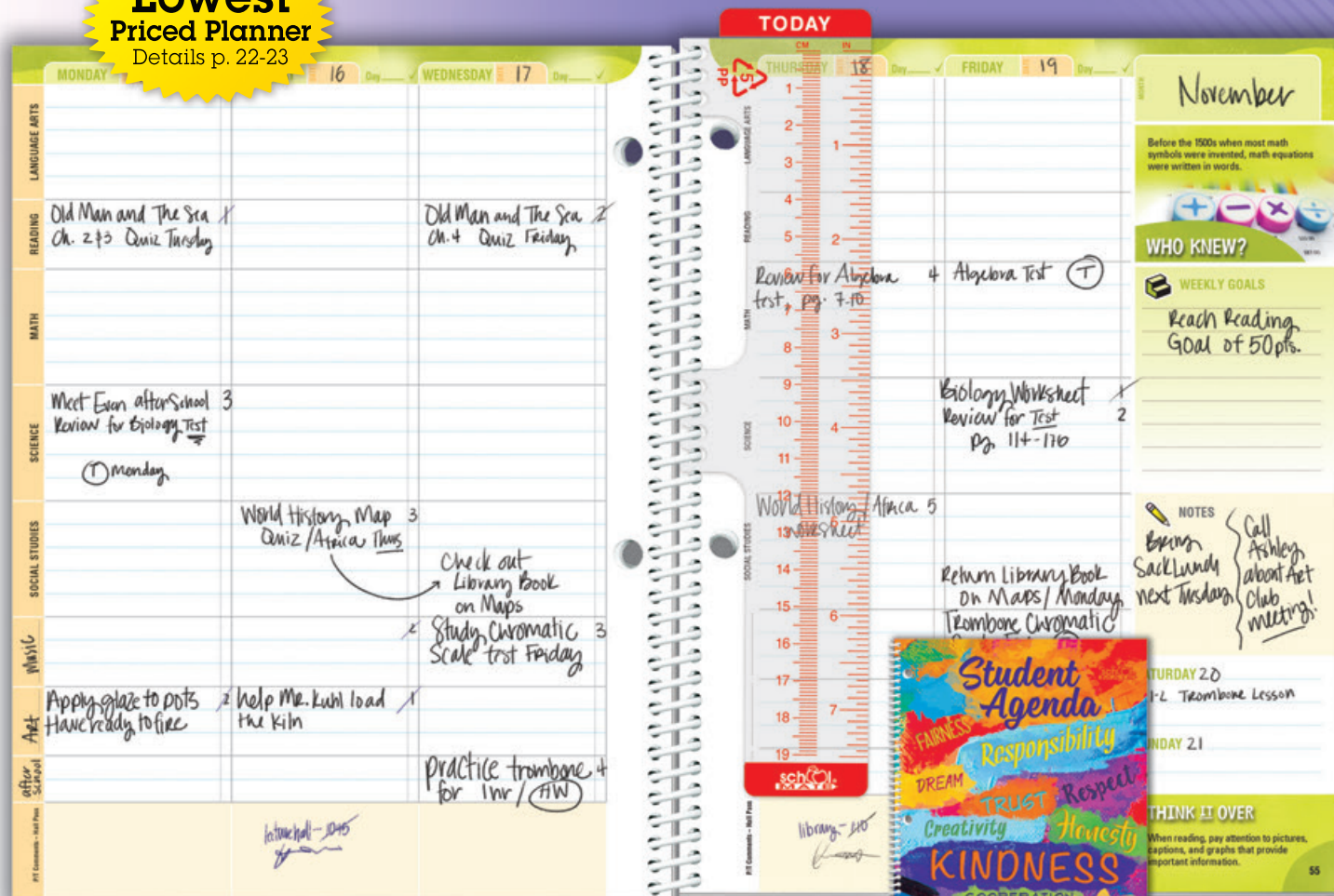
(Customization not available for Undated Agendas)

- 60 minimum order
- Choose a full-color stock cover, religious cover, or custom cover with school name/mascot. Cover printed on cardstock with plastic lamination (p. 15-17)

Custom Agenda + Handbook Details AGC

Undated Agenda

**Lowest
Priced Planner**
Details p. 22-23



- Cardstock back cover with *Dream, Plan, Achieve™* design (p. 17)
- Options: Page Marker Rulers and Wall Charts (p.18-19), Teacher Editions (Dated Agendas only - p. 19)
- Production time 1-2 weeks
- Pricing and delivery information (p. 22-23)

- Cardstock back cover with *Dream, Plan, Achieve™* design or customize with your own design (p. 17)
- Available Options and Teacher Editions (p.18-19)
- Production time, pricing, and delivery information (p. 22-23)

- Add any number of Handbook Pages: maps, ads, calendars, etc. (Download templates and guidelines at schoolmate.com)
- 3¢ per page per agenda; 1 page = 1 side of a sheet of paper (Example: 10 handbook pages = 30¢ per agenda)

FREE UDA Value Cover

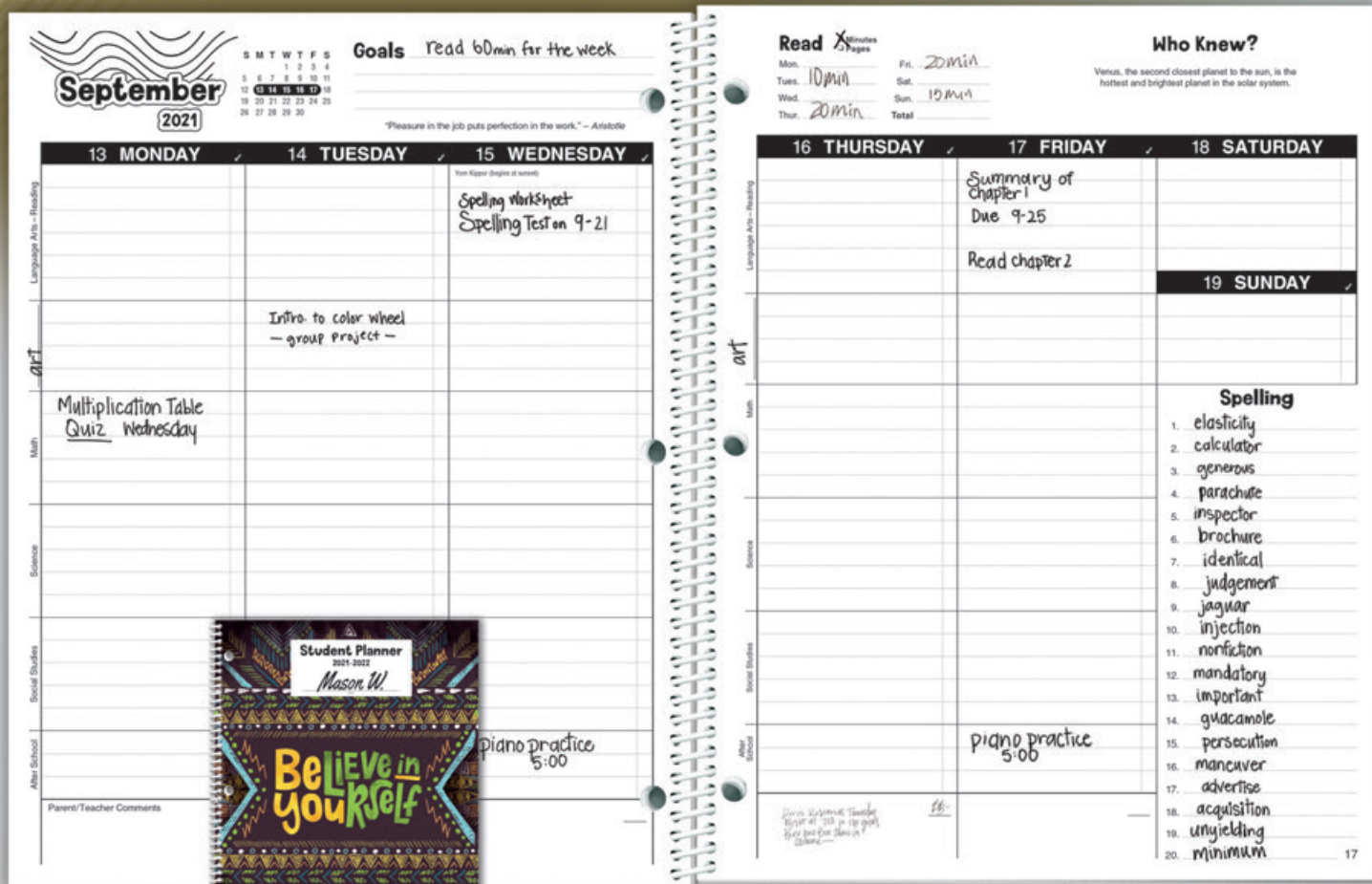
Undated Agenda Details

- Size: 7" x 9"
- 112 full-color pages
- 48 planning weeks
- 2-hole drilled and plastic coil bound
- Weekly matrix format
- Preprinted core subjects and three blank
- Priority/Check-off space
- Hall Pass (4 pages), Goals, and Notes
- Motivational quotes and study tips
- Resource pages

View demo pages online

2021-2022

Classic Planner



CLA

FREE CLA Value Cover

Classic Planner Details

- Size: 8³/₈" x 10³/₄"
- 96 black-and-white pages
- Dated Aug. 2, 2021 - July 3, 2022
- 3-hole drilled and plastic coil bound
- Weekly matrix format
- Preprinted core subjects and one blank
- Assignment check-off boxes, weekly reading log, section for 20 spelling words, etc.
- Resource pages

View demo pages online

Value Planner Details CLA SRA

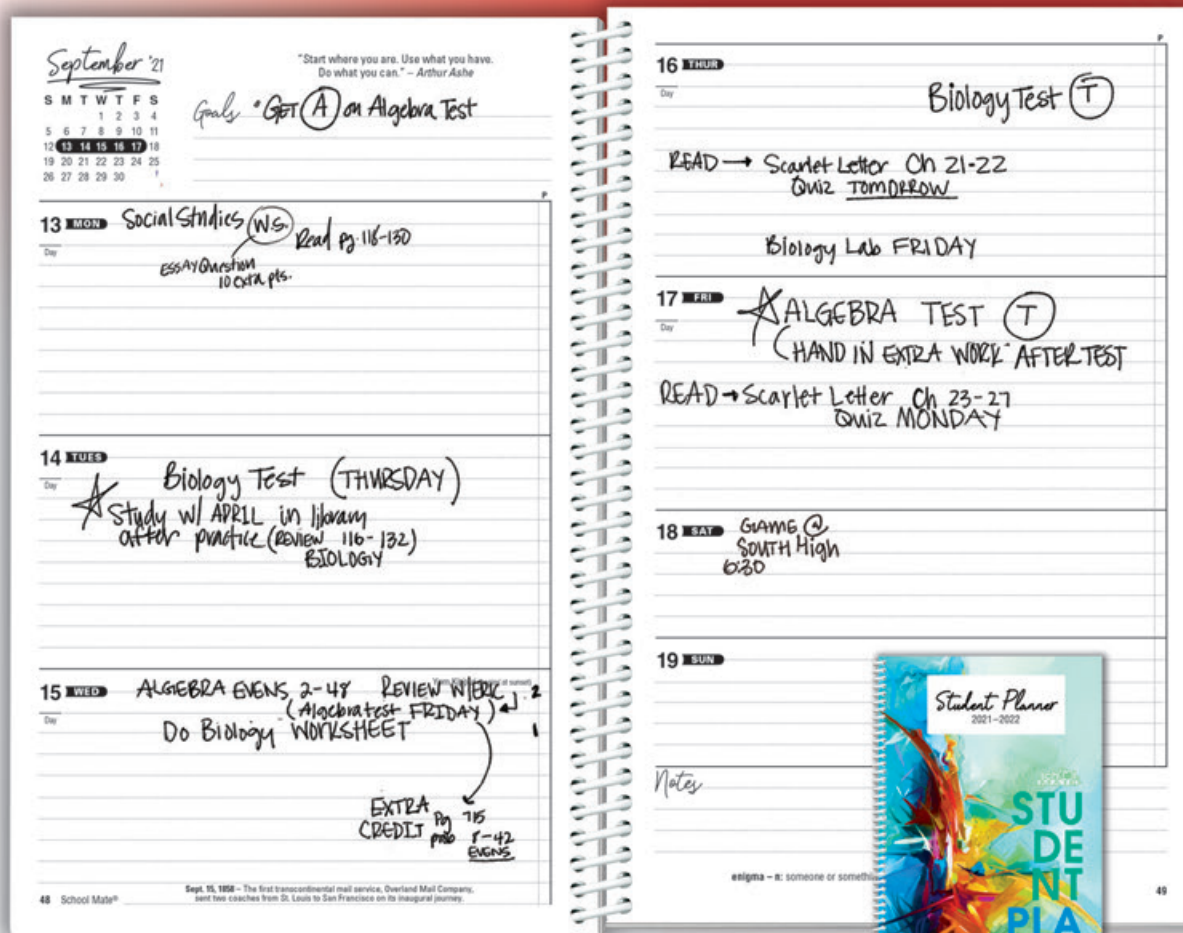
- 25 minimum order
- Plastic Value Cover (as shown)
- Plastic back cover with *Dream, Plan, Achieve™* design (p. 17)

Custom Planner Details CLB SRB

- 60 minimum order
- Choose a plastic stock cover, religious cover, or custom cover with school name/mascot (p. 14-17)

Custom Planner + Handbook Details CLC SRC

2021-2022 Scholar Planner



- Options: Page Marker Rulers, Wall Charts, and Teacher Editions (p.18-19)
- Production time 1-2 weeks
- Pricing and delivery information (p. 22-23)

- Plastic back cover with *Dream, Plan, Achieve™* design or customize a cardstock back cover (p. 17)
- Available Options and Teacher Editions (p.18-19)
- Production time, pricing, and delivery information (p. 22-23)

- Add any number of Handbook Pages: maps, ads, calendars, etc. (Download templates and guidelines at schoolmate.com)
- 4¢ (CLC) or 3¢ (SRC) per page per planner; 1 page = 1 side of a sheet of paper (Example: 10 handbook pages = 40¢ per CLC planner)



SRA

FREE SRA Value Cover

Scholar Planner Details

- Size: 5 3/8" x 8 3/8"
- 128 black-and-white pages
- Dated Aug. 2, 2021 - July 3, 2022
- Plastic coil bound
- Weekly and monthly planning pages
- Motivational quotes and study tips
- Resource pages

View demo pages online

2021-2022 School Events Target Agendas

Add School
Events
In Calendar



Target School Events Agenda Details

- Size: 7" x 9"
- 136 one-color pages
- Two formats to choose from
- 52 weeks
- Choose start date: 5/31, 7/5, 8/2, or 8/30
- 2-hole drilled and plastic coil bound
- Weekly and monthly planning pages
- Four Hall Pass pages

View demo pages online

Custom Agenda Details TB QB

- 100 minimum order
- Add school events and holidays with the option to include your own
- Add motivational quotes, study tips, scripture, historical events, or custom content
- Add mascot and web address
- Build and order online

Custom Agenda + Handbook Details TC QC

School
S & Print
olor

2021-2022 School Events Quest Agendas



- Choose one ink color (50¢ per agenda) otherwise printed in black-and-white
- Choose a full-color stock cover, religious cover, or custom cover with school name/mascot. Cover printed on cardstock with plastic lamination (p. 15-17)
- Cardstock back cover with *Dream, Plan, Achieve™* design or customize with your own design (p. 17)
- Available Options (p. 18-19)
- Production time, pricing, and delivery information (p. 22-23)
- Add any number of Handbook Pages: maps, ads, calendars, etc. (Download templates and guidelines at schoolmate.com)
- 3¢ per page per agenda; 1 page = 1 side of a sheet of paper (Example: 10 handbook pages = 30¢ per agenda)

Quest School Events Agenda Details

- Size: 5 3/8" x 8 3/8"
- 136 one-color pages
- Two formats to choose from
- 52 weeks
- Choose start date: 5/31, 7/5, 8/2, or 8/30
- Plastic coil bound
- Weekly and monthly planning pages
- Four Hall Pass pages

View demo pages online

Full-Color Stock Covers

FREE with Custom Planners & Agendas

- Covers include school name and mascot in black ink (provide clear copy of school mascot or select from our online mascot library)
- Covers are preprinted and **cannot be changed**
- Cover choices and wording not available if ordering Value Planners, Value Dated Agendas, or Undated Agendas

Note: The school year (2021–2022) may be added and looks best if school name is limited to two lines

P = Poly-Pro™ made from sturdy plastic; FC = 12-pt. cardstock with plastic lamination

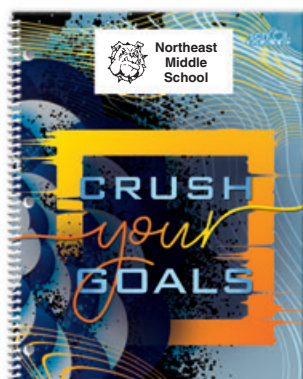
Kindergarten, Primary, Elementary, Middle School, Navigator, and Classic Planners

Available with Custom Planners

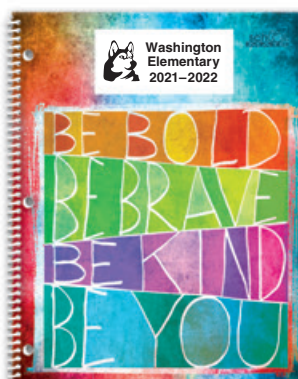
KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC CLB CLC



P-824



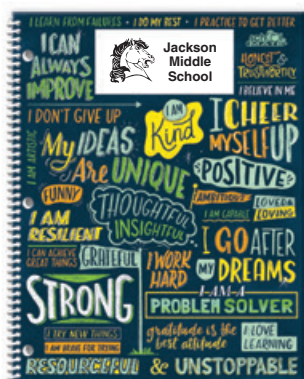
P-823



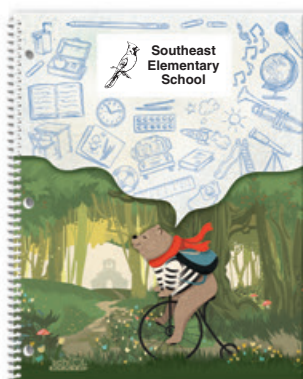
P-822



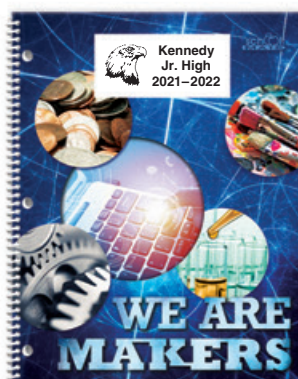
P-821



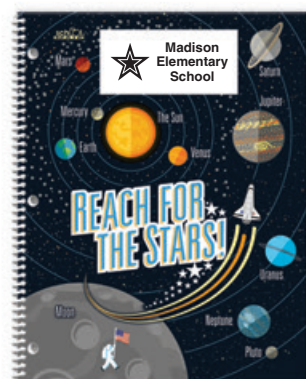
P-820



P-819



P-818



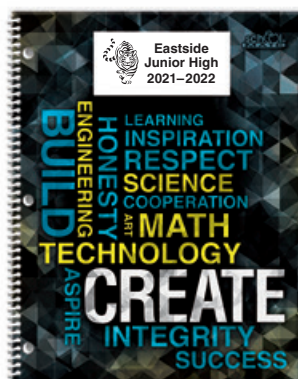
P-817



P-813



P-811



P-809



P-803

High School and Scholar Planners

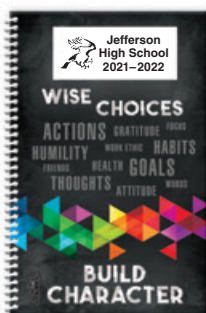
Available with Custom Planners **HSB HSC SRB SRC**



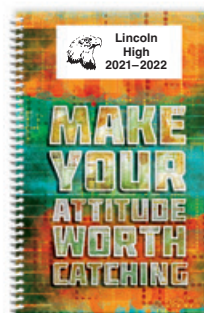
P-HS69



P-HS68



P-HS67

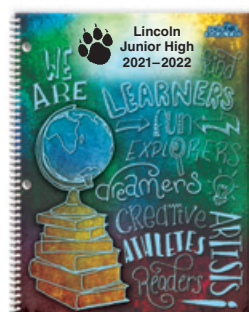


P-HS61

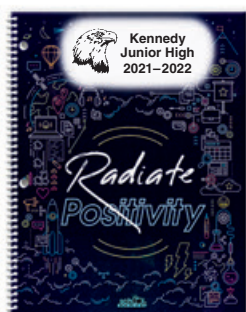
**View All
Available
Covers Online**

Dated Agendas and School Events Agendas

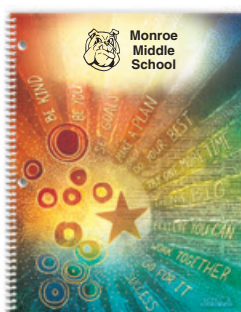
Available with Custom Agendas **AGB AGC TB TC QB QC**



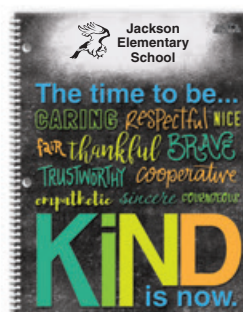
FC-59



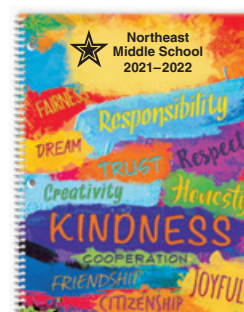
FC-58



FC-57



FC-56



FC-55

Religious Covers

Available with Custom Planners and Agendas

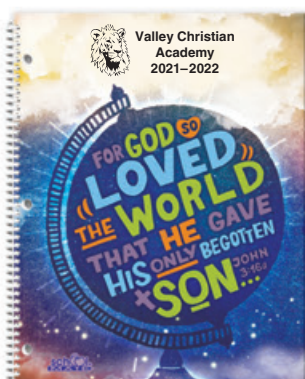
Religious covers for **Planners** are printed on 80-lb. matte paper and include **FREE Dura-Vue™** plastic cover overlays (see right)

KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC CLB CLC SRB SRC

Religious covers for the **Dated Agenda** and **School Events Agendas** are printed on 12-pt. cardstock with plastic lamination

AGB AGC TB TC QB QC

FREE Dura-Vue™
plastic cover overlay
(not available with
Agendas).



R-36



R-35



R-34



R-33

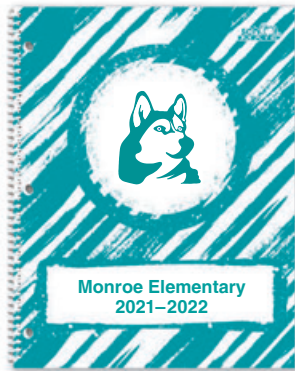
Custom Design Covers

- Covers include school name and mascot (provide clear copy of school mascot or select from our online mascot library)
- Use your own press-ready design (Planner Custom Cover Guidelines available online) or a School Mate® design with your chosen ink(s), mascot, school name, and photo (for covers F4 – F8)
- Custom planner cover designs are printed on 80-lb. matte paper and include **FREE Dura-Vue™** plastic cover overlay (p. 15)
- **Dated Agenda** and **School Events Agenda** custom cover designs are printed on 12-pt. cardstock with plastic lamination

Available with Custom Planners and Agendas

KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC AGB AGC CLB CLC SRB SRC TB TC QB QC

One-Color Covers – FREE



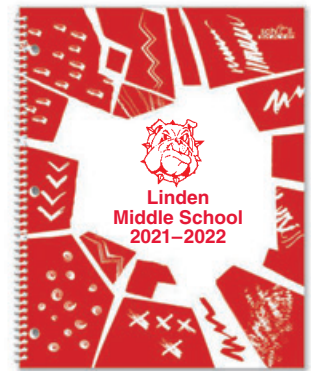
C44



C43



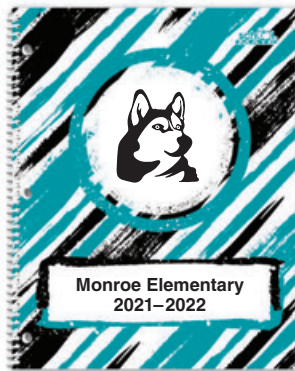
C42



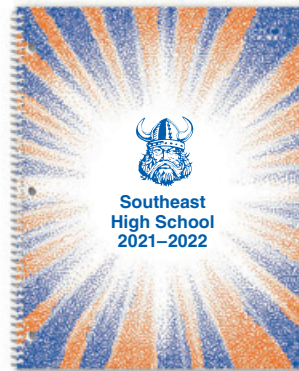
C41

Multicolor Covers – 25¢/planner (\$40 min.)

Choose two standard inks (below)



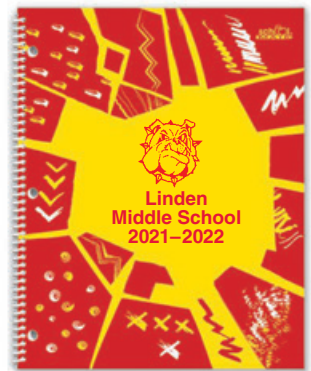
T44



T43



T42



T41

Standard Inks

Due to the printing process, colors shown may vary slightly from actual printed colors. Printed cover colors can also vary from year to year.



Customizable Colors (online only)

Visit our website to build your cover with any custom color



Photo Covers – 25¢/planner (\$40 min.)

- Choose two inks (p. 16)
- Use your own photo or visit our Mascot Libraries to use one of our photos or mascots. See *Planner Digital Image Specifications* in our Download Center at schoolmate.com

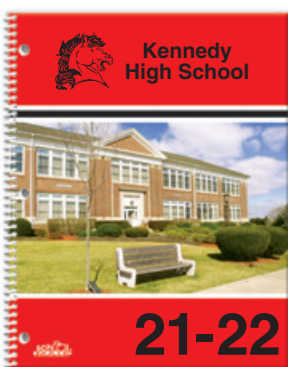
Available with Custom Planners and Agendas



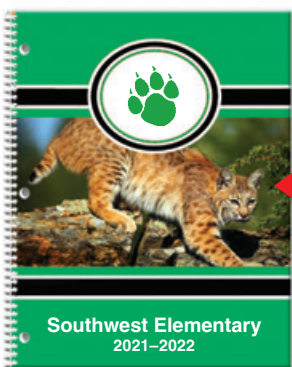
F4



F5



F7



F8

Mascot Library

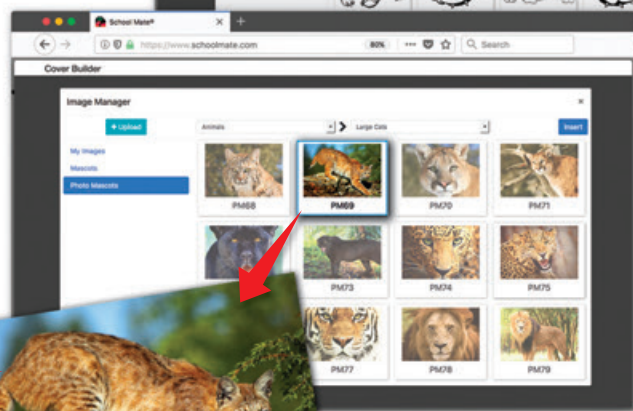


Photo Mascot Library

Back Covers – FREE

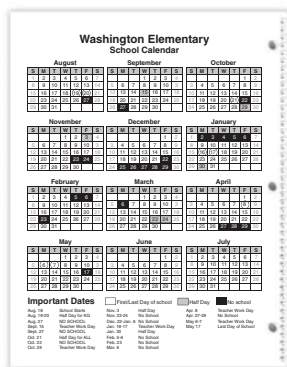
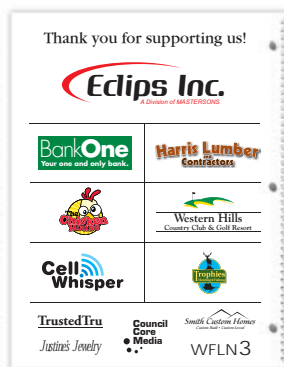
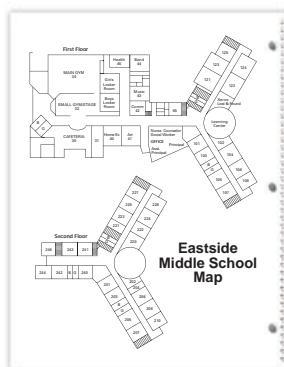
- All planners and agendas include our *Dream, Plan, Achieve™* back cover design (design and colors may vary)



Custom Back Cover Printing – 25¢/planner (\$40 min.)

- Custom back covers are printed on 12-pt. cardstock with plastic lamination
- Inside back cover printing available for an additional 25¢/planner (\$40 min.)
- Upload a press-ready design. Visit schoolmate.com for guidelines

Available with Custom Planners and Agendas



Planner Options

Options 1–5 available with Custom Planners

KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC

Two-Sided Hall Pass Sheet

Option 1 – 12¢/sheet/book

- One cardstock sheet is bound in the back of each planner (1 sheet = 2 pages)
- 54 lines/sheet for HS, 120 lines/sheet for larger size



Year-Round Supplement

Option 2 – 25¢/book

- Adds the month of July to the front or back of the planner
- Pages are full-color and undated
- Not available for Kindergarten Journal



Character Education Supplement

Option 3 – 25¢/book

- Appropriate material for each planner level
- Bound in the front



Options 4–5 available with Custom Dated Agenda and School Events Agendas

AGB AGC TB TC QB QC

Vinyl Pouch

Option 4 – 25¢/book

- Included **FREE** in all Kindergarten Journals and Primary Planners
- Bound in the back



Planning Stickers

Option 5 – 25¢/book

- One sheet bound in the back
- Coordinates with planner or agenda level ordered



Option 6 available with Custom Planners and Agendas

KGB KGC PRB PRC ELB ELC MSB MSC NVB NVC HSB HSC AGB AGC CLB CLC SRB SRC TB TC QB QC

Inserts

Option 6 – 25¢/insert/book

Black-and-white inserts enhance your planner or agenda with more resources. Inserts include appropriate material for all planner and agenda levels and are **8–16 pages**. View all pages online.



Healthy Living – IN1

- Food Guidelines
- Healthy Eating Tips
- Food Labels
- Exercise
- Sleep
- Taking Care of Your Body
- Say No to Tobacco, Alcohol, & Drugs

Anti-Bullying – IN2

- Defining Bullying
- Who is Involved?
- Types of Bullying
- Cyberbullying
- Dealing with Bullying

Catholic Faith – IN3

- The Church
- Holy Scripture
- Mass
- Liturgical Year
- Sacraments
- Prayers
- The Rosary
- Social Justice

Lutheran Confession – IN4

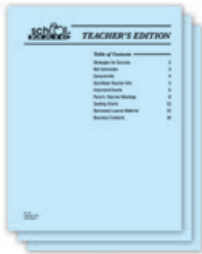
- History of the Church
- What We Believe
- Martin Luther
- Holy Scripture
- Creeds
- Church Year
- Sacraments
- Prayers

Teacher Aids & Extras

Teacher Editions

Same price as Planners and Dated Agendas (not available for Undated Agendas or School Events Agendas)

- Cover and options ordered for the planners are included in **ALL** Teacher Editions ordered
- All Teacher Editions include a **FREE** supplement that includes bell schedules, seating charts, and more



Teacher Edition Options

For Custom Planners and Custom Dated Agendas (not available for School Events Agendas)

Grade Records and/or Lesson Plans will be bound in the back of Teacher Editions. They **CANNOT** be bound in only a portion of the Teacher Edition order.

Grade Records – **85¢/book**

- Kindergarten, Primary, Elementary, Middle School, Navigator, Classic Planners, and Dated Agendas – 80 pages
- High School and Scholar Planners – 96 pages



Lesson Plans – **85¢/book**

- Contains 80 pages
- Not available for High School or Scholar Planners



Page Marker Ruler

20¢/book

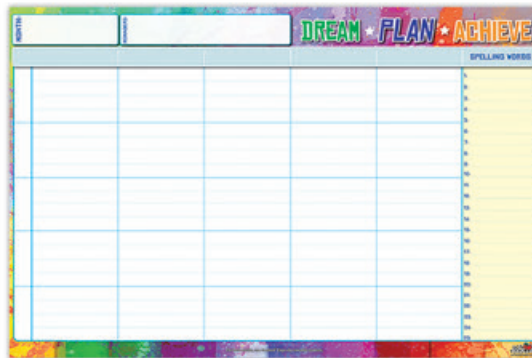
- Includes inches and centimeters
- Clear, sturdy plastic snaps easily into place
- Available for all planners and agendas



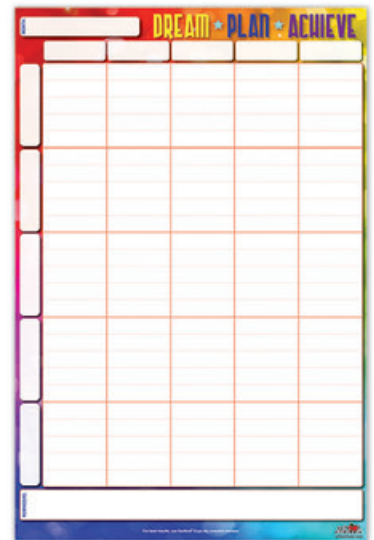
Wall Charts

\$35/case of 5 (Dry erase marker not included.)

- Coordinates with all planners and agendas



(37 1/2" x 24 1/2" - Includes space for 25 spelling words)



(24 1/2" x 37 1/2")

School Supplies

Visit **schoolmate.com** to see all our products!

- Blank Books
- Communication Envelopes
- Postcards
- Graduation Caps
- Writing Journals
- Certificates

And more!



Student Folders

Folders are the perfect companion to student planners. We offer convenient and helpful designs for optimal organization. See covers, options, pricing, formatting guidelines, and much more when you build a folder at schoolmate.com.

Custom Folders

- 100 minimum order per design with **FREE** shipping
- Front Cover: Choose a full-color stock design, custom one-color, multicolor, or photo cover with school name/mascot
- Back Cover: Choose a stock or custom cover
- Pocket Printing: Choose stock or custom pockets
- Handbook Material: Provide custom content for the inside area above the pockets (e.g., student handbook, rules of conduct, course descriptions, school calendar, etc.)
- Printed on 15-pt. heavy cardstock with protective UV coating on front and back covers
- Add linen-finish plastic lamination for extra durability that resists spills, fingerprints, and scratches for an additional 20¢/folder
- 9 1/2" x 11 5/8" size
- 8 1/2" x 11" capacity
- 4 1/2" sturdy, double-reinforced inside pockets
- 3-hole drilled – optional for no extra charge



Non-Custom Folders

- 25 minimum order per design with **FREE** shipping
- Printed on 15-pt. heavy cardstock without school name or mascot (designs cannot be changed)
- Not UV coated or plastic laminated to allow for writing



School Mate Publishing & Blank Books

Create your own classroom book! It's fun, affordable, and can be completed in the classroom or online at home. Learn more and request a **FREE** Publishing Kit at schoolmatepublishing.com.

Classroom Book Features

- Book size 8 1/2" x 11"; portrait or landscape layout
- Glossy 80-lb. premium paper
- Up to 70 pages
- Durable hardcover with linen-finish lamination
- Strong, stitched binding
- Full-color cover and pages
- Choose from many templates

**FOR
GRADES
K-5**

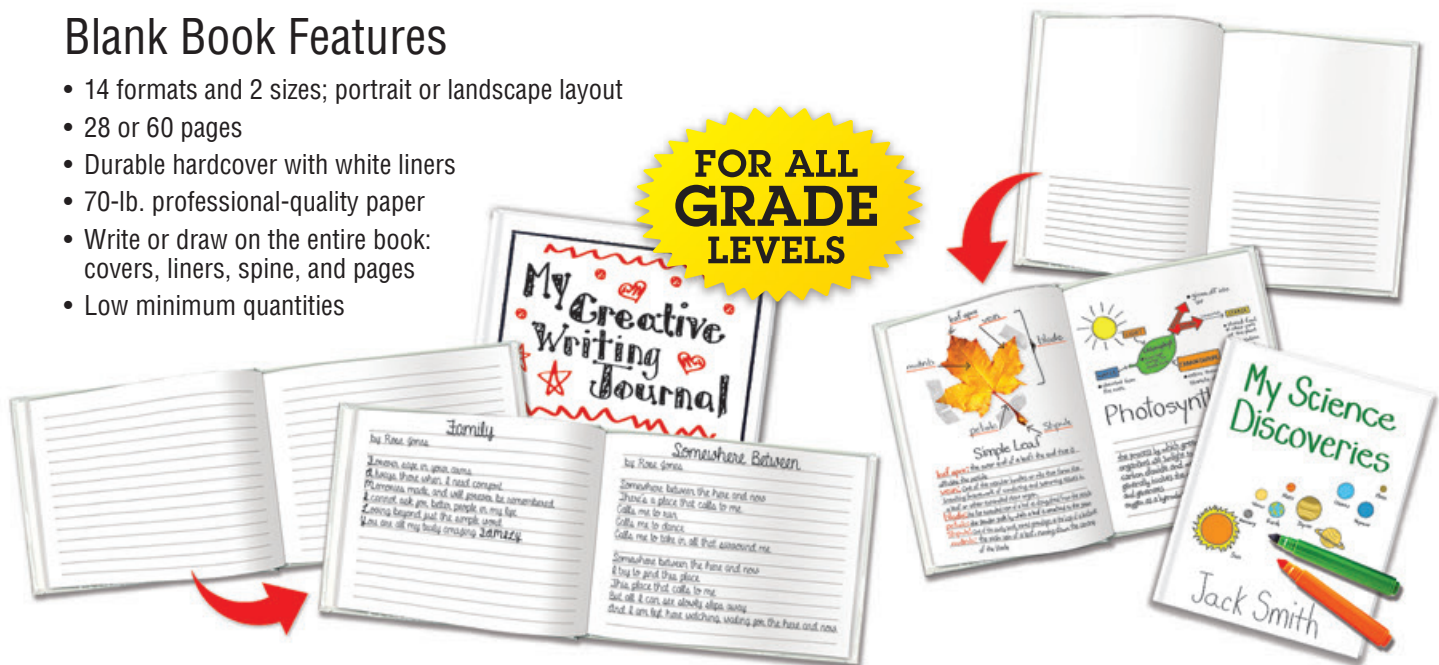


Blank Books offer the perfect canvas to showcase students' talent and projects individually. Make writing and creative work fun! Visit schoolmate.com to learn more about Blank Books.

Blank Book Features

- 14 formats and 2 sizes; portrait or landscape layout
- 28 or 60 pages
- Durable hardcover with white liners
- 70-lb. professional-quality paper
- Write or draw on the entire book: covers, liners, spine, and pages
- Low minimum quantities

**FOR ALL
GRADE
LEVELS**



Pricing & Delay Shipping

CHART C. Value Planner Pricing

Quantity	25+	50+	100+	250+	500+	1000+
KGA PRA ELA MSA NVA	3.60	3.10	2.85	2.80	2.75	2.65
Price w/ discount*	3.35	2.85	2.60	2.55	2.50	2.40
HSA	3.35	2.85	2.60	2.55	2.50	2.40
Price w/ discount*	3.10	2.60	2.35	2.30	2.25	2.15
CLA	3.35	2.85	2.60	2.55	2.50	2.40
SRA	3.10	2.60	2.35	2.30	2.25	2.15
AGA	2.90	2.40	2.15	2.10	2.05	2.00
UDA	1.85 per agenda (60 minimum order)					

*Order and ALL material must be received by May 12, 2021 to qualify.

CHART D. Custom Planner Pricing

<div>KGB PRB ELB MSB NVB</div>	Quantity	60+	100+	150+	250+	500+	750+	1000+	1500+	2000+
	Price	4.35	3.40	3.30	3.15	3.00	2.90	2.85	2.80	2.75
	Price w/ discount*	4.10	3.15	3.05	2.90	2.75	2.65	2.60	2.55	2.50
<div>HSB HSC</div>	Price	4.05	3.10	3.00	2.85	2.70	2.60	2.55	2.50	2.45
	Price w/ discount*	3.80	2.85	2.75	2.60	2.45	2.35	2.30	2.25	2.20
<div>CLB CLC</div>	Price	4.10	3.15	3.05	2.90	2.75	2.65	2.60	2.55	2.50
<div>SRB SRC</div>	Price	3.80	2.85	2.75	2.60	2.45	2.35	2.30	2.25	2.20
<div>AGB AGC</div>	Price	3.50	2.55	2.50	2.45	2.35	2.25	2.20	2.15	2.10
<div>TB QB</div> <div>TC QC</div>	Quantity	100+	150+	200+	250+	300+	400+			
	Price	5.40	3.90	3.20	3.05	2.55	1.95			
	School Events Agendas must be ordered online.									

School Events Agendas must be ordered online.

*Order and ALL material must be received by May 12, 2021 to qualify.

Order Early • Save Money • Ship Later

Save time and get immediate pricing with our easy online quote calculator at **schoolmate.com**.

WHAT IS A DELAY SHIP DATE? A delay ship date allows you to specify when you want your order to ship. If your order is complete before the chosen delay ship date, we will hold the order and ship it on the date requested. If your order was not placed in time to allow for the full production schedule and you chose a delay ship date, the order will ship upon completion after the delay ship date.

SCHOOL CLOSED FOR SPRING BREAK OR SUMMER BREAK? Order early and choose a delay ship date to ensure someone is at the school to receive the shipment. This will save you from incurring additional shipping charges if the order is returned to us by the carrier.

NEED YOUR INVOICE DATED AFTER A SPECIFIC DATE? Choose a delay ship date, and we will ship and invoice your order on the requested delay ship date. Please allow for production time when ordering.

IS A DELAY SHIP DATE A DELIVERY DATE? No. A delay ship date is the date you would like your order to leave our facility upon completion. Shipping time is an additional 2-8 business days for orders shipped within the 50 states. Please note that a delay ship date is not a receive date.

WANT TO TAKE ADVANTAGE OF OUR EARLY ORDERING, BUT CANNOT GET A PO UNTIL JULY? Place your order early and select a delay ship date. We will complete your order, and then wait to ship it until the requested delay ship date. We will invoice your order at the time of shipping. Payment is not due until Sept. 1, 2021 (some exclusions apply). See our delay ship dates below.

2021 DELAY SHIP DATES:

April 16 • May 14 • June 18 • July 9 • July 23 • August 6
August 13 • August 20 • August 27

Order online or get a quote: **schoolmate.com/ordering**

Fax Order Form*:
800-570-1767

Mailing Address:
School Mate
PO Box 2110
Kearney, NE 68848-2110

Call for Quote*:
800-516-8339
Mon-Fri, 8-5 CST

Upload Custom Material: uploader.schoolmate.com/#/customer/new

*School Mate must receive a signed order form or an online order. We do not accept phone orders.
Download an order form at schoolmate.com/downloads/porder.pdf.

Terms & Conditions

Early Order Discount

- **Save 25¢ per planner if we receive your order by May 12, 2021.** See prices on p. 22. Discount does not apply to Classic & Scholar Planners, Agendas, or School Events Agendas, and cannot be used with other discounts or on reorders after the deadline.
- **IMPORTANT:** ALL material (mascot/logo, handbook pages, cover, etc.) must be received to begin processing the order. Incomplete orders do not qualify, and discount will be invalidated if material arrives late or changes are made after May 12, 2021.

Ordering

- School Mate®, hereinafter referred to as the Company, agrees to produce planners in accordance with information furnished on the order form. The person submitting the order, hereinafter referred to as the Customer, agrees to furnish a completed, **signed** order form and all material to be produced in the Customer's planners, including handbook pages, mascot, and other material with no subsequent changes. The Customer specifically representing the submitting organization is at least 18 years old and is fully authorized to sign this application as agent on behalf of the organization.
- A submitted order constitutes a binding Contract between the Company and the Customer. No other statements or oral agreements are binding.
- If Customer's organization requires a PO, the Customer is responsible for providing it and notifying their purchasing department of changes that may affect the PO. The Company's terms supercede any terms from a PO or written bid.
- If order must be delivered by a specific date, the Customer is responsible for placing the order on time and for charges incurred if the order is refused due to PO expiration.
- Orders outside the USA are not accepted, except for orders from schools with APO and FPO addresses. The Company reserves the right to deny orders from individuals, retailers, non-educational parties, or others for just cause.
- Supplies are limited, company reserves the right to substitute front & back covers.
- Multiple orders cannot be combined for volume discounts.
- Customer warrants that releases have been obtained to reproduce any copyrighted or trademarked material submitted with order. If Customer furnishes custom material, the Customer shall hold the Company and its subsidiaries harmless against claims, suits, costs, damages, judgments, attorney fees, license fees, settlements, or expenses incurred, claimed, obtained, or sustained by third parties, whether for intellectual property infringement (including copyright and trademark infringement), dilution, misappropriation, or otherwise, because of the manufacture, use, marketing, or sale of planners.

Reorders

- A reorder is a subsequent order requesting planners/agendas for the same school year. On the original order, we recommend ordering extra to account for unexpected enrollment, transfer students, and lost planners/agendas. Reordering more planners later may cost more. Contact us if you need to place a reorder.
- Custom Planner and Agenda reorders require a minimum of 25. Value Planner and Agenda reorders require a minimum of 10. Undated Agenda reorders require a minimum of 60. School Events Agenda reorders require a minimum of 100.

Payment

- Orders will be invoiced upon shipping. Payment from schools or school districts is due Sept. 1, 2021. Payment for orders shipped after Sept. 1, 2021 is due upon receipt. Accounts 30 days past due will be charged 1.33% interest per month (16% annum) or maximum allowed by law. The Customer is liable for any collection fees incurred. The Company reserves the right to require prepayment. All prices are based on USA currency.
- Order and all material must be received to invoice early. Delayed shipping and invoicing are also available.
- If order is canceled, the Customer will be liable for any costs in preparation or production of the order.
- NE and FL orders only: To avoid paying sales tax, NE orders must submit Form 13 (NE Exempt Sales Certificate). FL orders must submit Form DR-13 (Resale Certificate) or DR-14 (Consumer's Certificate of Exemption).

Free Proof

- Proofs are sent for material that require typesetting or design (handbook pages, advertising, cover). Proofs are not sent for press-ready handbooks. First proof is free; extra proofs are subject to a charge.
- Provide a proof contact person and his/her contact info (including email), or production and shipping will be delayed. Proofs are sent 1–3 weeks after order is received if proof was not approved upon ordering. Customer must approve the proof within 3 business days to avoid delays.
- Overlooked errors or material inadequately submitted by the Customer are considered Customer errors.
- The Company is not responsible for changes after the book is in process.

Production Time

- Production begins the day *after* the completed, **signed** order form and all material is received. Delayed material will delay production and ship date.
- Normal or Rush Production time does not include weekends, holidays, or shipping time. **See chart below.** Normal Production time is *estimated* as seasonal demands, shortages, or any other reasonable causes can affect it.

Value Planners/Agendas & Undated Agendas

KGA, PRA, ELA, MSA, NVA, HSA, CLA, SRA, AGA, UDA

Production Time.....1–2 weeks

Custom Planners/Agendas – KGB, KGC, PRB, PRC, ELB, ELC, MSB,

MSC, NVB, NVC, HSB, HSC, CLB, CLC, SRB, SRC, AGB, AGC, TB, TC, QB, QC

RUSH Production.....4 weeks

Normal Production.....6 weeks

RUSH orders incur a 20% upcharge on the subtotal (\$75 min.).

All material must be stock items or press-ready if custom.

NOTE: Orders ship once completed; however, earliest orders ship spring 2021. If necessary, choose a delay ship date to ensure someone can receive the order. Check your school calendar.

Orders received after June 15, 2021 may require 6–9 weeks for Normal Production due to heavy demand.

Shipping

- Allow 2–8 business days for delivery within the 50 states. For APO and FPO orders, allow approx. 6–12 weeks (USPS does not guarantee a service commitment for APO and FPO addresses).
- Changes to orders or production halts will incur charges and delay shipping.
- All orders within the 50 states ship via UPS ground or truck from Kearney, NE. APO and FPO orders ship via standard post. To prevent shipping delays, the Company reserves the right to deny Customer-specified carriers or accounts. Shipping charges within the contiguous USA are 45¢ per book. AK, HI, APO, and FPO orders cost extra; call for charges.
- UPS will deliver to the door only. Truck drivers are not required to unload. The Customer may be responsible for unloading items.
- Choose a delay ship date, if needed, to ensure someone is available to receive order (not available for APO/FPO orders). See the order form online. If order is returned to the Company because no one was available to receive the order, or if freight is rerouted, the Customer is liable for extra charges.
- Books cannot be returned for any reason.
- Defective books, not due to shipping damage, must be reported to the Company within 90 days of ship date. The Company reserves the right to repair, replace, or credit defective books. Book damage due to shipping or any other shipment issues must be reported within 7 days. The Customer must retain all packaging, including boxes, if a claim is made.
- The Company is not responsible for delays in shipping or receipt of order due to strikes, shortages, heavy seasonal demand, or any other reasonable causes beyond the Company's control.

2021-2022

Student Planners



schoolmate.com/SMG21

P.O. Box 2110
Kearney, NE 68848

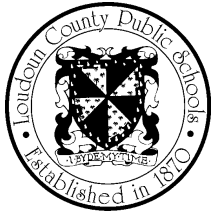
Plan for Success!

We offer school planners and agendas for every grade level. All planners include fun, age-appropriate activities, and more. See inside for details.



Follow us:





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

VENDORS - RFP #R16108 "STUDENT PLANNERS"

SCHOOL DATEBOOKS

2880 U.S. Hwy 231 S. Suite 200
Lafayette, IN 47909
CONTACT: Tara Johnson
PH: 800-705-7526 ext. 217
Tara.Johnson@Schooldatebooks.com

SCHOOL MATE

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

SUCCESS BY DESIGN

3741 Linden Ave. SE
Wyoming, MI 49548
CONTACT: Megan Simms
PH: 800.327.0057
FAX: 616.247.4648
megan@successbydesign.com