

**APPROVAL OF CONTRACT FOR FULFILLMENT SERVICES SYSTEMS OFFICE**

**RESOLUTION NUMBER 2023-43**

**WHEREAS**, the College recently conducted a Request for Proposal (RFP) process for Print Fulfillment Services; and

**WHEREAS**, some of the services include:

- Daily print fulfillment including acceptance packets, viewbooks, dual credit communications, dean's list letters, and much more;
- An "email-on-demand" service for Ivy Tech to email current students, prospective students, and applicants;
- A system that provides users access to inventoried items for shipment and variable templates for postcards and flyers;
- A system to allow for "print-on-demand" options for users; and

**WHEREAS**, the College received three (3) proposals from interested vendors; and

**WHEREAS**, after thorough review of the services and pricing proposed by each vendor, the RFP evaluation team recommended selection of Phoenix Innovate to provide the College these services; and

**WHEREAS**, based on that recommendation, the College plans to enter into a three (3) year agreement with Phoenix Innovate; and

**WHEREAS**, the total amount of the contract is anticipated to be approximately \$1,350,000 annually for a total contract amount of approximately \$4,050,000; actual amounts will ultimately be determined by the College's usage of services; and

**WHEREAS**, the contracted services will primarily be used by Systems Office, but services may be used on a smaller scale by individual campuses as the campus determines beneficial; and

**WHEREAS**, the State Board of Trustees of Ivy Tech Community College must approve any contract by the College exceeding \$500,000 unless the obligation was previously approved by the Board through the allocation of funds.

**NOW THEREFORE BE IT RESOLVED**, that the State Trustees do hereby authorize and direct the College President or her designee or her appropriate designated College employee, to execute the contract with said firm after the documents have been approved by College Counsel.

**STATE BOARD OF TRUSTEES  
IVY TECH COMMUNITY COLLEGE  
OF INDIANA**



**Andrew Wilson, Chair**



**Michael Dora, Secretary**

**Dated December 7, 2023**