

Procurement Options

This resource outlines options for procuring and printing resources. It also shares questions that you can ask developers and distributors to help you make an informed choice.

Although many open source solutions are available for “free,” it doesn’t necessarily mean that they can be implemented without some form of financial investment. With this in mind, it becomes important to weigh the options and consider several factors such as printing and shipping costs, bundle and package incentives offered by the vendors, and which materials should be considered must have, nice to have, or unnecessary. Finally, keep in mind that almost everything is negotiable. You are making a considerable financial investment and should feel free to explore every option to get the best value for the money.

Many developers allow you to purchase directly from them. Where resources are freely available, you can also contract with a printer. The chart below shares where you can find commonly used materials.

ELA Options	Great Minds - Wit and Wisdom Learnzillion/Louisiana Guidebooks Expeditionary Learning UnboundEd OpenUp Resources
Math Options	Great Minds - Eureka Math Illustrative Math CPM UnboundEd OpenUp Resources Curriculum Associates
Mass printing options	Office Depot FedEx Staples UPS

Questions to consider for developers/distributors:

- What materials are available at no cost?
- How can the materials be accessed?
- What physical materials are available?
- Which materials are required?

- Which materials are optional?
- Which materials are consumable?
- What procurement options are available?
- If printing is an option, what is the expected print volume?
- What bundles are available for purchase?
- Do you offer multiple year discounts?
- What are the shipping costs?
- Are you able to ship to multiple locations? If so, are there additional costs to ship to multiple locations?
- Are any materials we're considering subject to backorders?
- Will materials be able to be delivered by [DATE]?
- If custom printing will occur, will we be able to review a sample copy upfront?
- What payment options are available?

Questions to consider for mass printing services:

- What are your printing costs?
- What file formats do you accept for printing?
- Do you offer color printing?
- Are binding services available? If so, what are the costs?
- Are you able to ship to multiple locations? If so, are there additional costs to ship to multiple locations?
- Will the printed materials be available for delivery by [DATE]?
- Would we be able to view a sample copy of the print request before moving forward with the full order?
- What payment options are available?