

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

**December 16, 2025**

**FROM**

**ARLENE MOLINA, Director, Preschool Services Department**

**SUBJECT**

Contracts to Provide Preschool Classroom Supplies and Outdoor Equipment

**RECOMMENDATION(S)**

Approve contracts with the following vendors to provide preschool classroom supplies and outdoor equipment, in an aggregate amount not to exceed \$30,000,000, for the period of December 17, 2025, through November 30, 2030:

1. CM School Supply (**Agreement No. 25-1159**)
2. eSpecial Needs (**Agreement No. 25-1160**)
3. Kaplan Early Learning Center (**Agreement No. 25-1161**)
4. Lakeshore Learning Materials, LLC (**Agreement No. 25-1162**)
5. School Specialty, LLC (**Agreement No. 25-1163**)

(Presenter: Arlene Molina, Director, 383-2078)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**FINANCIAL IMPACT**

Approval of these contracts will not result in the use of additional Discretionary General Funding (Net County Cost). The aggregate cost for these services shall not exceed \$30,000,000, of which 70% (\$21,000,000) is federally funded by the United States Department of Health and Human Services, Administration for Children and Families, and 30% (\$9,000,000) is state funded by the California Department of Education and Child Care and Development Division. Adequate appropriation and revenue have been included in the Preschool Services Department (PSD) 2025-26 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

PSD operates the federally funded Head Start and Early Head Start programs in locations throughout the county. Since 1999, PSD has operated these programs through a combination of direct and contracted services. The programs provide education, health, cognitive, social/emotional, physical growth and development, and parent-involvement services for children ages zero to five years with the overall goal of increasing the school readiness of young children in economically disadvantaged families.

PSD engages in a system of continuous quality improvement that includes the ongoing assessment of classroom environments to ensure the highest quality programs are provided to the community. To support this effort, PSD is entering into contracts with several school supply companies to ensure consistent access to a wide range of age-appropriate educational

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materials and equipment. Partnering with multiple vendors allows PSD to secure competitive pricing, maintain reliable inventory, and source products that meet diverse programmatic needs. In particular, the purchase of specialized materials will enhance the efficacy and diversity of science, technology, engineering, and mathematics (STEM) programming. While there has been an influx of STEM products for school-aged children, there remain limited options tailored for children ages 18 months to five years, due to necessary safety considerations such as component size, materials, and equipment complexity.

Approval of this item will allow PSD to engage with several vendors and identify and obtain developmentally appropriate resources that meet both educational standards and stringent safety requirements, ensuring that all children have equitable access to innovative, high-quality learning experiences.

To determine an appropriate not-to-exceed amount for these agreements, PSD conducted an analysis of historical purchasing patterns for educational materials, equipment, and classroom supplies across all program sites. Over the past several years, PSD has consistently expended an average of \$5,000,000 - \$6,000,000 annually on items such as curriculum materials, furniture, classroom equipment, instructional supplies, playground materials, technology devices, and replacements required to maintain compliance with Head Start Program Performance Standards, Environmental Health and Safety regulations, and licensing requirements. These costs fluctuate annually based on enrollment numbers, facility needs, evolving instructional requirements, emergent safety mandates, and the ongoing replacement of high-use materials due to natural wear in early childhood settings.

Based on these historical expenditures and anticipated program growth, PSD projects continued annual purchasing requirements consistent with previous years. Establishing a five-year, not-to-exceed authority of \$30,000,000 ensures that PSD can maintain uninterrupted access to essential educational and operational materials; respond quickly to changes in health, safety, and instructional standards; and leverage competitive pricing across multiple vendors to maximize cost-efficiency. This amount reflects an estimate grounded in past spending, inflationary impacts, supply chain variability, and the need to maintain high-quality learning.

**PROCUREMENT**

The County Administrative Office approved and authorized the release of Invitation to Bid (ITB) No. PSSD25-ADMIN-5691 with the Purchasing Department on April 7, 2025, to solicit bids from interested and qualified vendors to provide Classroom Supplies and Outdoor Equipment. The ITB was posted to the County's Electronic Procurement System (ePro). PSD received five bids by the established deadline in response to the ITB. Bids from the five vendors listed below met the minimum requirements and continued through the evaluation process.

An evaluation panel consisting of PSD staff evaluated the bids and determined that all five vendors met the ITB requirements and are qualified to provide the services needed.

<b>Bidders Name</b>	<b>Location</b>
CM School Supply	Upland, California
eSpecial Needs	Saint Louis, Missouri
Kaplan Early Learning Center	Lewisville, North Carolina
Lakeshore Learning Materials, LLC	Carson, California
School Specialty, LLC	Greenville, Wisconsin

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On September 5, 2025, Notice of Intent to Award letters were sent to all selected vendors. No protests were received during the 10-day appeal/protest period.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services (Lisa Rivas-Ordaz, Contracts Manager, 388-0222) on October 24, 2025; County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on November 4, 2025; Risk Management (Stephanie Pacheco, Staff Analyst II, 386-9039) on November 7, 2025; Purchasing (Jessica Barajas, Supervising Buyer, 387-2065) on November 10, 2025; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on November 24, 2025.

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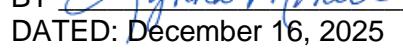
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Jesse Armendarez  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Curt Hagman, Joe Baca, Jr.  
Absent: Dawn Rowe

Lynna Monell, CLERK OF THE BOARD

BY

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DATED: December 16, 2025



cc: Preschool - Petersen w/agree  
Contractor - c/o Preschool w/agree  
File - w/agree  
MBA 01/8/2026