



REQUEST FOR PROPOSAL (RFP) for Scholar Uniform Vendors

Proposals will be accepted on or before February 16, 2018 at 9:00 A.M. CST.
Proposals received later than the date and time designated may not be considered.

Submit an electronic copy or a hard copy of your proposal with all appropriate attachments to:

Sonja Jones
Director of Finance and Operations
Vision Preparatory Charter School
260 Joubert Ave.
Memphis, TN 38109
(901) 775-1018
sjones@visionprep.org

I, the undersigned, submit this quote and have read the specifications, which are a part of this solicitation.
My signature also certifies that I am authorized to submit this quote, sign as a representative for the organization, and carry out services outlined in this solicitation:

Company Name: _____

Company Address: _____

Employer Identification Number: _____

Representative Name: _____

Representative Telephone Number: _____

Signature: _____

Date: _____

Proposal Submission Requirements

1. **Cover Page:** Page one of this package must be completed and signed by an authorized company representative.
2. **Profile and Experience:** Vendors must include background information on company (including website and social media platforms) and key employees involved in the execution of goods and services outlined in their proposal.
3. **Cost and Service Information:** Vendor must provide pricing for desired services outlined in the *RFP Performance Requirements* section of this packet. Vendor will provide timelines for product design/setup and parent ordering.
4. **Product Sample:** Vendors must provide a sample of a maroon or gold polo shirt with the VPCS logo. An electronic file of the logo will be available via email upon request.
5. **Additional Fees:** Vendor shall include any additional fees not expressly stated or requested in this RFP, including one-time fees that may be charged.
6. **References:** Vendor shall provide a list of three references similar to Vision Preparatory Charter School (VPCS) for which the vendor has provided goods and/or services. Each reference should include the organization's name, contact name and title, email address, and phone number.
7. **Proof of Business:** Vendor must provide proof of business entity (i.e. a copy of the organization's business license). The entity cannot have any operational debarments or suspensions.
8. **Certificate of Insurance:** Vendor shall provide proof of general liability (minimum coverage \$1,000,000.00). Upon awarding of bid, vendor must include VPCS as an "additional insured" entity.
9. **Marketing Documentation:** Vendor shall include marketing information that support the back-to-school ordering process, included but not limited to: product flyer, website ordering instructions for parents, back-to-school promotions, ordering recommendations for families with multiple scholars, and order incentives throughout the school year.
10. **Presentation:** Vendor will schedule a presentation for VPCS leadership between Tuesday, Feb. 20th and Friday, Feb. 23rd. Hours of availability are 9:00 A.M. to 2:00 P.M.

The RFP packet will be available Tuesday, January 16th on our website at 11:00 A.M. CST. The RFP will be in the "Request for Proposal" link under "News and Events." The vendor is responsible for obtaining any updates or amendments from the website.

Pre-Bid Q&A

A pre-bid question and answer period will be available from 8:00 A.M. CST Monday, January 22nd, 2017 through 3:00 P.M. CST Friday, January 26th, 2017. During the question and answer period, any questions regarding the RFP will be answered. All questions and answers will be visible to all participants on our website. Please email sjones@visionprep.org to submit questions.

General Information

The mission of Vision Preparatory Charter School (VPCS) is to prepare kindergarten through fifth grade students with the academic and ethical foundation necessary to excel in middle school, thrive in high school and graduate from college. Recognizing and addressing the need for a college-preparatory elementary school in Memphis, VPCS provides a rigorous, high-quality education to address the academic needs of an underserved and underperforming student population. To support the academic expectations of our scholars, VPCS provides two free uniform shirts to every scholar at the beginning of each school year; these shirts are distributed during Parent Orientation (one week before the first day of school).

VPCS currently serves 280 scholars in grades Kindergarten through Fourth grade; over 90% of our scholars are economically disadvantaged. During the 2018-2019 school year, VPCS will add fifth grade, increasing our current enrollment by 60 scholars.

RFP Purpose

VPCS is currently seeking vendors to serve as providers of scholar uniforms who will supply, at minimum, a bulk supply of uniform polo shirts to fulfill our two-shirt per scholar provision and additional shirts to keep on campus for the upcoming school year. The vendor may be eligible to provide other VPCS-branded items with approval from VPCS including school spirit tees, jackets, sweaters, sweater vests, skull caps, scarves, blazers, plaid skirts, jumpers, dress shirts (boys and girls), boys dress pants, and personalization of items. Vendors should be prepared to serve families by providing on-site opportunities and a website where families can purchase items.

VPCS is interested in vendors that can provide the best overall value through cost, delivery options, customer service, timeliness, and quality. This Request for Proposal (RFP) states the instructions for submitting the proposal, the specifications for the work, the criteria by which a vendor may be selected, and the contractual terms by which VPCS intends to govern the relationship between itself and the vendor.

Project Description and Scope of Services

VPCS is seeking vendors to provide scholar uniforms for the grades listed below for the 2018-2019 school year. The scholar uniforms would need to be available for families to purchase no later than June 1, 2018. The bulk order of uniform shirts to be distributed at Parent Orientation must be available by Friday, July 27th, 2018.

There is no guaranteed amount of business, expressed or implied, by VPCS. The vendor selected will furnish all required goods and services at pre-negotiated prices and during agreed dates, times, and locations to VPCS families.

The vendor bears the responsibility of managing all relationships with VPCS families and collecting all payments. VPCS will not be responsible for the payment of items ordered by VPCS families. VPCS will provide families with the contact information of the preferred provider of scholar uniforms. VPCS will develop the appropriate protocols to ensure uniform expectations are clearly communicated and understood by families.

The projected enrollment of VPCS for the 2018-2019 school year is below. These projections are not a guarantee of business. Vendors should use the projections to forecast student uniform production.

Grade	2018-2019 Projected Enrollment	Shirts Needed for Parent Orientation	In-House Shirts (est 50% of projected enrollment)	TOTAL
Kindergarten	88	176	44	220
1 st Grade	66	132	33	165
2 nd Grade	66	132	33	165
3 rd Grade	66	132	33	165
4 th Grade	66	132	33	165
5 th Grade	44	88	22	110
TOTAL	374	748	187	935

The table below is the 2017-2018 forecasted uniform amount by size. Please use this as a resource for forecasting 2018-2019 quantities. The projected enrollment for 2017-2018 was 308 (K-66, 1st-66, 2nd-66, 3rd-66, 4th-44). Sizes 5-10 are the most frequently purchased.

Sizes	Quantity/Burgundy	Quantity/Yellow	Total
4	22	22	44
5	45	45	90
6	45	45	90
7	50	50	100
8	50	50	100
10	60	60	120
12	60	60	120
14	25	25	50
16	15	15	30
18	10	10	20
20	10	10	20
Adult Small	5	5	10
Adult Medium	5	5	10
Total	402	402	804

School Uniform Specifications

The following uniform information is based on current uniform specifications. The vendor is expected to produce a product of equal or greater quality.

Polo Shirts

Brand: Universal School Uniforms

Colors: Burgundy and Gold

Material Makeup: 60% Cotton, 40% Polyester

Sizes: Unisex 4,5,6,7,8,10,12,14,16,18,20; Adult sizes S, M

Embroidered Logo: VPCS Logo on upper left side



Supplemental uniform items are displayed below. Items not shown are our coach's jacket and varsity jacket.



Our school logo



RFP Purpose

A prospective vendor will provide the following:

Desired Services

The selected vendor will be responsible for supplying student uniform polo shirts of a specific design and construction in youth and adult sizes. Vendors who are unable to supply uniform polo shirts may not be considered for additional items listed in the *RFP Purpose* section of the packet. The vendor shall be responsible for all aspects of the uniform process, including but not limited to: forecasting, manufacturing, transporting, selling, and distributing uniform items during our August 2018 Parent Orientation as well as throughout the school year. In addition, the vendor will be responsible for resolving any issues related to quality control, customer service and/or the collection of funds.

VPCS Responsibility

VPCS will negotiate an uniform agreement on behalf of VPCS families. VPCS reserves the right to renew the contract annually based on the vendor's performance under the contract, current needs of VPCS families, and the availability of funds for uniform purchases.

Who is Eligible to Respond?

Vendors who can meet the technical specifications for quality and other terms of this proposal and who are not debarred and/or suspended from conducting business with federal and state funded agencies are invited to respond. A prospective vendor, by submitting a proposal, represents to VPCS that it meets the following requirements: ability to obtain adequate financial resources as required to perform under this RFP, ability to comply with the proposed RFP, have a satisfactory record of integrity and ethics.

Contract Term

The term for this contract will be from March 5, 2018 – June 30, 2019. The possibility of continuation for an additional year will be at the discretion of VPCS. Once awarded, VPCS can terminate the contract due to insufficient funding, non-performance/unsatisfactory performance of the vendor, or without cause providing thirty (30) calendar days written notice to the vendor.

Right to Additional Competition

VPCS reserves the right to enter into one or more service agreements for any goods and/or services described in this request if deemed to be in the best interest of VPCS.

Proposal Evaluation

Evaluation Criteria

Proposals will be evaluated on criteria deemed to be in the best interest of VPCS families and include, but are not limited to:

- Ability to meet required and desired specifications, including terms and conditions.
- **Pricing.** The vendor agrees to provide items at pre-negotiated prices to VPCS families; prices will remain stable throughout the course of any agreement without any increase in price without the approval of VPCS. If the vendor can provide incentive programs to encourage early buying, discounts, rebates, and/or free items, it should be described in the proposal. The vendor should keep in mind that over 90% of VPCS scholars are low-income. The maximum preferred price point for VPCS families is \$15 per polo shirt.
- **Inventory Risk Management.** The vendor will provide a thorough and robust forecast of all uniform garments the vendor intends to provide using baseline data provided by VPCS. This forecast will comply with the specific colors and designs designated by VPCS. The vendor agrees to bear the burden of any start-up costs affiliated with this project, including but not limited to: planning, production, transportation, and distribution of uniform garments, the addition of storage facilities, the training of staff, or investment in equipment or technology. The responsibility of ordering, supplying, sorting, and distributing uniform components will be borne solely by the vendor. It is recommended that the vendor outlines all processes from design phase through production. The vendor is required to provide a sample of one polo shirt (maroon or gold) with the VPCS embroidered logo. Samples of current uniform polo shirts are available on request. The vendor will maintain a minimum number of garments at all times throughout the year, starting on June 1, 2018.
- **Distribution and Logistics.** The vendor agrees to serve VPCS families in the school's current location. The vendor should keep in mind that several VPCS families have limited or no access to transportation. If the vendor can provide in-person sales and customer service, it should be included in the proposal. The vendor should be equipped to begin selling and distributing orders by June 1, 2018.
- **Customer Service.** The vendor will serve as the primary provider of customer service to VPCS families. Vendor employees should provide expedient, courteous, and high-quality customer service while maintaining a clean and organized environment conducive to an excellent customer experience. VPCS families should be served through a variety of mediums including, but not limited to a retail store, an online store, on the phone, and through e-mail. VPCS families should have a basic expectation for a typical response time from the vendor. The vendor should also consider a variety of payment methods to best support VPCS families. Itemized receipts should be provided to all VPCS families. The vendor should be prepared to accept exchanges based on size or fit, as well as returns for damaged items.

- **Experience, References, and Past Relationships.** The vendor will provide VPCS with all social media addresses and websites. VPCS reserves the right to conduct online research to review customer experiences. The vendor will provide a minimum of three references, clients similar to VPCS, with a primary contact name and phone number and/or e-mail address per reference. VPCS reserves the right to contact all references provided and discuss vendor performance.

Ranking Criteria Points (Total Points- 100)

The relative weights for scoring are provided below; the evaluation team will consider the following elements in the evaluation process. Ability to meet acceptable purchase prices will not be the only factor considered in the selection process.

- **Cost/Price (30 points)**
 - Pricing of uniform shirt is at or under maximum price point.
 - Incentives
- **Inventory Management (30 points)**
 - Sample shirt provided with required color and embroidered logo
 - Sample shirt material and sizes are similar to current shirt
 - Supplemental items (similar to current items) available for production
 - Timeline from design phase through production; products are ready for families to order by June 1, 2018
- **Logistics and Distribution (15 points)**
 - Timeline from marketing to ordering
 - Turnaround time for ordering for VPCS families
 - On-site and online ordering opportunities during summer 2018 before August Parent Orientation.
 - Product is ready for purchase (on-site and online) by June 1, 2018
- **Customer Service (15 points)**
 - Various contact methods
 - Various payment methods
 - Can provide itemized receipts
 - Turnaround times for returns and exchanges
- **Experience, References, and Past Relationships (5 points)**
 - Provided website
 - Provided social media addresses
 - Provided references (3 minimum)
 - References similar to VPCS
 - Positive customer reviews from website and social media
- **Compliance (5 points)**
 - All required items submitted as listed on page 1 of proposal

VPCS may use internal staff, independent evaluators or a combination of both to evaluate and rank proposals. After evaluation, an award may be made based on the evaluation and ranking, without discussion, clarification or modification, or VPCS may enter negotiations with the highest ranked respondent. If VPCS is unable to reach agreement with the highest ranked respondent, the negotiations will terminate and negotiations will begin with the next respondent in the order of the ranking until a contract is reached or VPCS has rejected all proposals. VPCS reserves the right to request “Best and Final Offers” from all responsive respondents.

Administrative Procedure for Complaints

Members of the public having complaints regarding VPCS’ purchasing procedures or operations may present their complaints or concerns to the address below.

Tom Benton
 School Director
 Vision Preparatory Charter School
 260 Joubert Ave.
 Memphis, TN 38109
 (901) 775-1018
 tbenton@visionprep.org

General Terms and Conditions

- VPCS reserves the right to accept or reject any or all proposals received or to cancel or extend in part or its entirety, this RFP, or make multiple or partial awards.
- Award of purchase agreement or contract shall be made only to a responsible vendor, a vendor who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics and the ability to meet the requirements of this RFP.
- The vendor is required to have the necessary professional experience, prior training, and applicable professional judgement to perform the activities or deliver the goods stated in this RFP.
- Proposals may be withdrawn only by delivery of a written request to VPCS prior to the specified deadline time/date stated in the RFP. The vendor’s authorized representative must sign such requests.
- Proposals received will become a part of VPCS’ official files without further obligation to the respondents.
- The contents of a successful proposal may become a contractual obligation if selected. Failure of the vendor to accept these obligations can result in cancellation of an award or purchase agreement. VPCS reserves the right to withdraw or reduce the amount of an

award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or vendor's ability to meet the terms and conditions of the RFP.

- The vendor shall not be allowed to take advantage of any errors or omissions in the specifications set forth in this RFP. Where errors or omissions occur in this RFP, the vendor shall promptly notify the contact person listed in this RFP and report the identified error or omission. Inconsistencies in the specifications are to be reported before bids are submitted to VPCS.
- VPCS reserves the right to contact any individual or organization who may have experience and/or knowledge of the vendor's goods/supplies, relevant performance, qualifications, etc. and to request additional information from all vendors.
- Any contact between VPCS staff or board members and vendor representatives relating to a pending RFP or award (by writing, telephone, e-mail or otherwise) outside of Pre-Bid Q&A and authorized meeting times will be grounds for disqualification of the vendor from the bid process.
- Vendors cannot offer any gratuities, favors, or anything of monetary value to any board member, employee, scholar, or parent of VPCS.
- Vendors cannot engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a vendor's proposal to be rejected.
- Vendors cannot hire an employee of VPCS nor establish a business relationship with any VPCS board member or employee.
- VPCS is exempt from federal tax. Do not include tax in cost figures. A copy of the VPCS tax exemption form will be given to the vendor upon awarding of contract.
- The award decision will be issued in writing no later than Wednesday, February 28th, 2018. Any decision of an award may be appealed to the School Director, Tom Benton, within seven (7) days of issuance of the decision by the Director of Finance & Operations.

Criminal Background Check

In accordance with TN Code Ann. 49-5-413, unless explicitly excluded by statute; and pursuant to Shelby County Schools' requirements, vendors whose employees, subcontractors, or representatives will come in contact or close proximity to VPCS scholars during the course of business, must require their employees, subcontractors, or representatives to supply a fingerprint sample, submit to a criminal history records check to be conducted by the Shelby County Schools, Tennessee Bureau of Investigation, and the Federal Bureau of Investigation.

VPCS further reserves the right to audit the criminal history background records of any vendor employees, subcontractors, or representatives having contact with VPCS scholars. Audits may be conducted at random with 48 hours prior notice. It is the vendor's responsibility to ensure records are current and made available upon request to VPCS. Failure to provide VPCS access to current criminal history checks upon request could lead to vendor debarment.