

Request for Proposal

This Request for Proposal (RFP) is for the purpose of obtaining competitive proposals to provide school uniform services for Charter Schools USA (CSUSA) managed schools (see attachment A).

The goal of CSUSA's uniform service program is to provide quality apparel, timely and organized delivery of orders, managed and stored inventory, customer satisfaction, and payment resolution.

I. General Information

Date Issued:	April 8, 2019
Services Requested:	School Uniforms
Schools Requesting Bids:	See Attachment A
Contract Terms:	One year, with optional renewal
Proposal Opening Date:	April 8, 2019
Proposal Closing Date:	April 19, 2019
Return Instructions:	Hand deliver or mail via certified delivery to: Charter Schools USA 800 Corporate Drive, Suite 700 Fort Lauderdale, FL 33334 Attn: Sasha Jaggon Procurement Manager sjaggon@charterschoolsusa.com
Contact:	Questions regarding this RFP should be directed in writing to: purchasing@charterschoolsusa.com

II. RFP Submission and Award

1. Proposals will be accepted until 4:00pm EST on April 19, 2019
Proposals shall be submitted as follows:
 - a. One (1) Hard copy in a sealed envelope marked "Uniform Service Proposal"
 - b. One (1) Electronic copy on a USB thumb drive.
 - c. **Do not email your bid**
2. CSUSA reserves the right to reject any or all proposals
3. Awards shall be made to the most qualified and responsible vendor whose proposal is the most responsive to this solicitation as judged by CSUSA. The chosen vendor will be the one whose experience, financial capabilities and resources demonstrate their ability to perform the services required.
4. Vendor is not required to bid on all schools listed. CSUSA is willing to split the services between vendors, if it is both economically and operationally feasible to do so.

5. It is the responsibility of the prospective vendor to fully inform themselves of the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at the vendor's own risk.
6. Uniform colors and styles are subject to change. All efforts will be made to make these changes in a manner that limits the effects on both the vendors and parents. The uniform colors and styles listed in this document are current as of the time of publishing this RFP, however it is the vendor's responsibility to confirm colors and styles prior to placing any orders. Failure to do so will be at the vendor's risk.
7. Proposals shall include the following information:
 - a. Brief overview of the company/company profile
 - b. Product Details (include type of material used, product reviews, etc...)
 - c. Pricing List (per item)
 - i. Pricing must include embroidery of school logo onto tops
 - d. Process Detail (include all aspects from ordering to delivery)
 - e. Value Added Details (i.e. % rebate back to the school(s), store credit and/or, volume discounts/rebates)
 - f. Three (3) Current references

If additional information is required, please contact the Procurement Department at purchasing@charterschoolsusa.com

III. Vendor Requirements

1. The vendor shall propose a price per item based on the quantity needed for each school (see attachment A). The price must include logo embroidery.
2. The vendor shall maintain adequate inventory of the approved school uniform to allow for fast and easy delivery as required in this section. Colors are to be approved by the school and/or Charter Schools USA.
3. Each approved uniform top will have an embroidered school logo.
4. Vendor shall provide a "package option" of several items for easy ordering.
5. Sample sizes will be made available for each age group and item, upon request.
6. Upon request, vendor will attend parent information sessions at the school(s) and provide samples for the children to try on.
7. Orders shall be fulfilled within a maximum of two (2) weeks of vendor's receipt of payment. Ideally, the parent will receive the item at the time of payment.
8. Payment shall be made directly to the vendor from the parent.
9. Vendor will fulfill order via shipping to the parents' home address, hand delivery, or providing a location for pick-up, directly to the parent. A "Brick and Mortar" or storefront location within a reasonable distance of the school is preferred.
10. Returns or damaged items will be resolved between the vendor and the parent.
11. Vendor will report to Charter Schools USA the quantity of items purchased and provide documentation, upon request.
12. All royalty payments shall be submitted to [school name], c/o Charter Schools USA Operations Department, 800 Corporate Drive, Suite 700, Fort Lauderdale, FL, 33334.

IV. CSUSA/School Requirements

1. School will provide the vendor with the number of children per grade level.
2. School will notify the vendor of parent information sessions and registration dates at least two weeks in advance of the event, when possible.
3. School will provide the uniform vendor with the latest copy of the uniform policy and notify the vendor of any uniform policy changes.

Attachment A - List of Schools

School Name	Address	2019-20 Grade Levels	Current Enrollment	2019-20 Estimated Enrollment
Louisiana				
Magnolia School of Excellence (MAGN)	2290 Clyde Fant Parkway Service Rd. Shreveport, LA 71104	K-5	537	578
Magnolia Upper School (MAGNUS)	2250 Clyde Fant Parkway Service Rd. Shreveport, LA 71104	6-12	433	690

School Uniform Policy for: Magnolia School of Excellence

The following items are part of the required school uniform for Magnolia School of Excellence. All students are expected to follow these guidelines.

Please see the Magnolia School of Excellence (MAGN) Parent Handbook for the full description of our Uniform Policy.

Student Uniform Items:

K-5:

- Embroidered school logo polo in red, short or long-sleeved
- Screen-printed school logo grey PE T-Shirt (optional in K-5 and worn on PE days only)

6-8:

- Embroidered school logo polo in navy, short or long-sleeved
- Screen-printed school logo grey PE T-Shirt (required when taking PE)
- Screen-printed school logo navy PE shorts (required when taking PE)

All:

- Khaki or navy bottoms (shorts, slacks, skorts)
- Belt
- White socks
- Closed-toe and heel shoes
- Solid color sweater, sweatshirt, or windbreaker (no hoodies, logos, or designs are

School Uniform Policy for: Magnolia Upper School

High School Student Dress Code Policy

The student dress code policy at Magnolia School of Excellence is that ALL 9-12 students are expected to wear the required uniform every day unless otherwise indicated.

Student Dress Code

The uniform will consist of the following:

- A Magnolia School of Excellence (MAGN) oxford shirt with the school emblem b embroidered on the front is required for all 9-12 students.
 - Oxfords must be white
 - Polos must be white
 - Shirts MUST be tucked in at all times!
- Navy pants, shorts or skorts.
 - Purchased by parents.
 - No baggy pants.
 - Pants cannot sag.
 - No cargo pants, capris, zip off style pants or jeans of any style or color.
 - Shorts and skorts should not be more than 1 inch above the knee.
 - Clothing should not be tight.
- The only outerwear that students are allowed to wear over their uniform is a navy MAGN sweater, cardigan, sweatshirt, or windbreaker. No hoodies are allowed.
- PE attire consists of a grey shirt with the MAGN emblem and black shorts or sweatpants.
- Students may only wear plain (short-sleeve), white shirts underneath their uniforms (short-sleeve or long-sleeve). Writings or designs should not be visible through the oxford. Students may not wear long-sleeve thermal shirts under short-sleeve uniform oxfords. Students will be told to remove any shirts not in compliance with the uniform policy.
- Belts are required for all items that have belt loops. Chains, pocket watches, or any other accessory should not be attached to the belt. Scarves, fabric, and other nonbelt material may not be substituted for a belt.