

**VANGUARD ACADEMY
REQUEST FOR PROPOSAL (RFP)
FOR
SCHOOL UNIFORMS**

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PART I - GENERAL INFORMATION

BACKGROUND

Vanguard Academy's purpose is to prepare students to be successful in their continuing education, to create positive learning habits and working ethics, to prepare students to be successful in their careers and to teach students to be responsible and respectful. Vanguard Academy will build a positive self-esteem and challenge students to be independent thinkers with good character. Vanguard Academy prioritizes on teaching students the highest standards of academics and extends an opportunity to express their own unique gifts and talents. Vanguard Academy is located in 3 cities (Pharr, Alamo and Edinburg), serving over 4,200 students. We serve Pre-K 3 students through 12th grade where 87.32% of Vanguard Academy students are economically disadvantaged.

PRODUCTS/SERVICES SOLICITED

Vanguard Academy is soliciting a Request for Proposal (RFP) from school uniform providers for our schools throughout the Rio Grande Valley.

TIME-FRAME

An RFP packet will be available at 8:00 am CST on May 10th, 2019 on our website at the following link, <http://www.vanguardacademy.education> under the "About Us" tab. The vendor is responsible for obtaining any updates or amendments to the RFP from the website. **The deadline for submitting proposals for this RFP is May 24th 2019 at 2:00 p.m. CST.**

If you have any questions in regards to this RFP process, please contact Maria D. Muñoz, Director of Finance, at (956)-781-1700. Proposals must be delivered to and received prior to this deadline to the address noted above. There will be no exceptions. **Proposals received after the deadline will not be considered for this procurement. No facsimiles or e-mails will be accepted.**

AGREEMENT PERIOD

Vanguard Academy is interested in receiving proposals from vendors to serve as providers of school uniforms for School Year 2019-2020 with the option to renew for an additional year based on performance.

PART II- PROPOSAL CONTENT AND PROCESS

PURPOSE

Utilizing the Request for Proposal (RFP) method of contracting, Vanguard Academy is requesting proposals from firms/individuals (Respondents) to serve as providers of school uniforms.

OVERVIEW

Vanguard Academy is interested in providers that will supply uniform cotton shirts. Vendors who are able to supply polo shirts will also be eligible to provide jackets, spirit T-shirts, and other VANGUARD ACADEMY-branded items. Vendors should be prepared to serve families and staff throughout the Rio Grande Valley.

Campus	Address	City
VANGUARD REMBRANDT ELEMENTARY	1200 E. KELLY AVE.	PHARR
VANGUARD REMBRANDT SECONDARY	1200 E KELLY AVE	PHARR
VANGUARD PICASSO ELEMENTARY	901 S. ATHOL	PHARR
VANGUARD MOZART ELEMENTARY	155 E. BUSINESS 83	ALAMO
VANGUARD MOZART SECONDARY	155 E. BUSINESS 83	ALAMO
VANGUARD BEETHOVEN ELEMENTARY	2215 S. VETERANS BLVD.	EDINBURG
VANGUARD BEETHOVEN SECONDARY	2215 S. VETERANS BLVD.	EDINBURG

There is no guaranteed amount of business, expressed or implied, by Vanguard Academy. The vendor selected as the provider shall furnish all required goods and/or services at pre-negotiated prices and during agreed dates. At no time will Vanguard Academy be responsible for the payment of items not explicitly ordered and authorized by Vanguard Academy.

Vanguard Academy will notify all families that the chosen vendor is the provider of school uniforms throughout the entire district. Vanguard Academy will develop the appropriate protocols to ensure uniform expectations and vendors are clearly communicated and understood.

SCOPE OF SERVICES

Vanguard Academy is seeking bids from qualified vendors to serve as the provider of school uniform for students, families, and staff for the locations listed above during the terms of any agreement.

Based on current year purchases, Vanguard Academy **projects** to purchase the following; however, counts could fluctuate based on additional enrollment:

Size	Shirts		Sweaters	Jackets
	Polo	Oxford		
X Small	622	N/A	61	13
Small	1,424	N/A	308	169
Medium	2,119	N/A	290	94
Large	2,318	230	287	91
X Large	1,556	222	252	50
Adult S	706	360	215	37
Adult M	435	250	94	16
Adult L	141	155	38	6
Adult XL	75	64	19	14
Adult XXL	0	42	0	0
TOTAL	9,396	1,323	1,564	490

VANGUARD ACADEMY RESPONSIBILITY

Vanguard Academy will negotiate an agreement with a school uniform provider. Vanguard Academy, at its sole discretion, reserves the right to negotiate a two-year contract based on the selected respondent's price, availability of product, and performance.

QUALITY ASSURANCE

The successful respondent will enter into an agreement with Vanguard Academy to serve as the provider of uniforms. Vanguard Academy will negotiate performance benchmarks related to proposed outcomes and will utilize those benchmarks to measure the performance.

BEST AND FINAL OFFER (BAFO)

Vanguard Academy reserves the right to request a Best and Final Offer (BAFO) from all responsive respondents. A responsive respondent is one whose score totals is seventy (70) or more.

WHO IS ELIGIBLE TO RESPOND

Respondents who are able to meet the technical specifications for quality and other terms of this proposal package, and who are not debarred and/or suspended from conducting business with district, federal and state funded agencies are invited to respond. A prospective respondent must affirmatively demonstrate respondent's responsibility. A prospective respondent, by submitting a proposal, represents to Vanguard Academy that it meets the following requirements:

- Possess or is able to obtain adequate financial resources as required to perform under this RFP;
- Is able to comply with the required or proposed RFP;
- Have a satisfactory record of integrity and ethics;

PROCUREMENT CONDITIONS/GENERAL TERMS

Procurement of these items shall be in accordance with the Vanguard Academy procurement policies and general terms as follows:

- Vanguard Academy reserves the right to accept, or reject any or all proposals received or to cancel or extend in part or its entirety, this Request for Proposal, or make multiple or partial awards.
- Award of purchase agreement or contract shall be made only to a responsible respondent(s), i.e., a respondent 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.
- When submitting proposals it is required that the respondent have the necessary professional experience, prior training, and applicable professional judgment to perform the activities or deliver the goods stated in this RFP.
- Proposals may be withdrawn only by delivery of a written request to Vanguard Academy prior to the specified deadline time/date stated in the RFP. The authorized signatory must sign such requests.
- Proposals received will become a part of the Vanguard Academy' official files without further obligation to the respondents.
- The contents of a successful Proposal may become a contractual obligation if selected. Failure of the Respondent to accept these obligations can result in cancellation of an award or purchase agreement. Vanguard Academy 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 Respondent's ability to meet the terms and conditions of this RFP.
- A response does not commit Vanguard Academy to award an agreement or a contract; a reimbursement of any costs incurred in the preparation of a response nor commit to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by Vanguard Academy.
- Vanguard Academy reserves the right to contact any individual, agency, or employers listed in the RFP, to contact others who may have experience and/or knowledge of the respondent's goods/supplies, relevant performance, qualifications, etc., and to request additional information from any and all respondents.
- Respondents shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of Vanguard Academy, or to any consultant, employee, or member of Vanguard Academy for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.
- No employee, officer or member of Vanguard Academy shall participate in the selection, development of a response to this RFP, award or administration of a contract supported by the RFP if a conflict of interest, real or apparent, would be involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. This does not preclude joint ventures or subcontracts. Violation of this provision may cause a respondent's response to be rejected.
- Prior to award of any purchase agreement or contract, a Respondent must sign a Certification Regarding Conflict of Interest stating adherence to Vanguard Academy policy regarding free and open competition and conflicts of interest.
- The District is exempt from federal excise tax, state, and local tax. Do not include tax in cost figure. If it is determined that tax was included in the cost figures, it will not be included in the tabulation of any awards.

ADMINISTRATIVE PROCEDURE FOR BIDDER COMPLAINTS

Members of the public having complaints regarding the VANGUARD ACADEMY's purchasing procedures or operations may present their complaints or concerns to the District by written to the following address.

Vanguard Academy

Attn. Business Office

1200 E. Kelly Ave.
Pharr, TX 78577

(956) 781-1701

SELECTION CRITERIA

Vanguard Academy will evaluate proposals and select respondent(s) on the basis of the following criteria:

1. **Price** – Vendors agree to provide items at pre-negotiated prices to Vanguard Academy; prices will remain stable throughout the course of any agreement without any increase in price without the approval of Vanguard Academy. Vendors who can provide incentive programs to encourage early buying, discounts, rebates, and/or free items should describe these programs in any proposal. Vendors should keep in mind that over 87.32% of Vanguard Academy students are low-income.
2. **Inventory Risk Management** – Vendors will provide a thorough and robust forecast of all uniform garments the vendor intends to provide using baseline data provided by Vanguard Academy. This forecast will include all sizes, colors, styles, and genders-specific garments and comply with the specific colors and designs designated by Vanguard Academy.

Vendors agree to bear the burden of any start-up costs affiliated to this project, including but not limited to: the planning, production, transportation, and distribution of uniform garments, the addition of storage facilities or storefronts, the training of staff and personnel, or investment in equipment or technology. The responsibility of ordering, supplying, sorting, and distributing uniform components will be borne solely by vendor. It is recommended that Vendors outline all processes from design phase through production.

Vendors are required to provide samples of a size run and color run. Color samples (of current standards) are available on request

Size run = one sample piece in a particular color, from youth small to adult XX Large

Color run= one sample piece of every color, in any particular size – S/M/L

Vendors will maintain a minimum number of garments at all times throughout the year.

3. **Distribution and Logistics** – Vendors agree to serve all Vanguard Academy Schools throughout the Rio Grande Valley. Distributions are as follows: Pharr, Alamo and Edinburg Campuses. All locations should be equipped to begin selling and distributing orders by June 1, 2019 or earlier if possible.
4. **Customer Service** – Vendor(s) shall serve as primary provider of customer service to VANGUARD ACADEMY students and 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.

Vendors should be willing to accept Purchase Orders from Vanguard Academy campuses for purchased items. Itemized receipts should be provided to all campuses. Vendors should be prepared to accept exchanges based on size or fit, as well as returns for damaged items. Returns should be accommodated up to 30 days after the first day of school.

5. **References/Reputation/Prior History** – Vendor(s) who are selected represent not only the vendor itself, but also is/are a reflection of Vanguard Academy. It is therefore critical that the vendor have some experience in working

with populations that represent Vanguard Academy. Experience in sales and customer service is important. Prior history working with Vanguard Academy is a plus; references are recommended.

Vanguard Academy staff reviews the proposals received to determine if they are responsive. For proposals to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The proposals must have been submitted by the due date and time.
2. The proposals must be complete with the original signatures.
3. The proposals must be for the specific services requested and described in the RFP Packet.
4. The proposals must be submitted in the format described in the RFP Packet.
5. One original (in blue ink and marked original) and two copies must be submitted.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. Vanguard Academy staff may exclude from further consideration for contract award any non-responsive proposal or portion of a proposal.

EVALUATION

The evaluation criteria and 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.**

RANKING CRITERIA	POINTS (Total 100)
1. Cost/Price: Keep costs for Vanguard Academy as low as possible; additional consideration will be given for rebates, discount programs, payment plans, and/or free uniforms.	40
2. Inventory Management: Forecast, manufacture, supply, and provide uniform garments starting June 1 and throughout the year afterwards.	30
3. Logistics and Distribution: Serve all Vanguard Academy campuses throughout the Rio Grande Valley.	15
4. Customer Service: Provide excellent customer service to all Vanguard Academy employees by catering to their needs in a friendly demeanor.	10
5. References and Past Performance: Demonstrated ability to meet expectations, manage relationships, troubleshoot, and excellent service.	5
Total	100

Vanguard Academy may use Vanguard Academy staff, independent evaluators or a combination of both to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification, or Vanguard Academy may enter into negotiations with the highest ranked respondent. If Vanguard Academy 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 Vanguard Academy has rejected all proposals.

NOTE: After evaluation, any proposal with a total score less than 70 points will be considered as nonresponsive and will be disqualified from further consideration. Proposals receiving a final score of 70 or better are not guaranteed an award. **Vanguard Academy reserves the right to request Best and Final Offers (BAFO) from all responsive respondents.**

SPECIFICATIONS


Specifications regarding colors and material for shirts should be considered minimum requirements. The quality and range of goods and/or services the vendor proposes to provide.

- A minimum level of expectations for standard wear-and-tear of garments, including but not limited to: shrinking, stretching, pilling, tearing, ripping, or seams becoming loose.
- Garments that should be able to withstand up to 35 washes within a calendar year using standard laundry machine settings without significant damage to the item.

1. Current Specifications

<p>Style: Polo Short Sleeve Shirts Colors: Royal Blue, Navy Blue and Red Material make up: 100% Polyester Material: Pre washed and shrunk for minimal shrink percentages Embroidered Logo: Vanguard Academy Sizes: Youth XS – L Adult S – XXL</p>
<p>Style: Polo Short Sleeve Shirts Colors: Blue, Green and Red Material make up: 50% Cotton and 50% Polyester Material: Pre washed and shrunk for minimal shrink percentages Embroidered Logo: Vanguard Academy Sizes: Youth XS – L Adult S – XXL</p>
<p>Style: Oxford Long Sleeve Shirts Colors: Light Blue Material make up: (Ladies) 58% Cotton, 39% Polyester and 3% Spandex; (Men) 65% Polyester and 35% Cotton Material: Pre washed and shrunk for minimal shrink percentages Embroidered Logo: Vanguard Academy Sizes: Youth XS – L Adult S – XXL</p>
<p>Style: Jackets Colors: Dark Blue Material make up: 100% Nylon and 100% Polyester Material: Pre washed and shrunk for minimal shrink percentages Embroidered Logo: Vanguard Academy Sizes: Youth XS – L Adult S – XXL</p>
<p>Style: Sweaters Colors: Dark Blue Material make up: 100% Polyester Material: Pre washed and shrunk for minimal shrink percentages Embroidered Logo: Vanguard Academy Sizes: Youth XS – L Adult S – XXL</p>

2. Current Specifications for Artwork

	<ol style="list-style-type: none">1. Complete Logo - Gold Stitching Only <i>Polo Short Sleeve Shirts, Jackets and Sweaters</i>2. Complete Logo – Dark Blue and White Stitching Only <i>Oxford Long Sleeve Shirts</i> <p>Vendors are welcomed to stop by Central Administration – Front Office to view samples of uniform garments.</p> <p>Vanguard Academy Central Administration 1200 E. Kelly Ave. (Building 3) Pharr, TX 78577</p> <p>956-781-1701</p>
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HOW TO SUBMIT A PROPOSAL

All proposal packages must be clearly marked with the Respondents' name and address **(it is very important to include RFP #)**. Proposal packages must be delivered to and received prior to the deadline, see TIME-FRAME section (p.4).

Maria D. Munoz, Director of Finance

Vanguard Academy

1200 E. Kelly Ave.
Pharr, TX 78577

(956) 781-1701

Attn: RFP VANG-05-UNI

PART III- PROPOSAL FORMAT

TITLE PAGE

Respondents must complete the Title Page on the following page and include it as the cover sheet for proposals submitted in response to this RFP.

See coversheet below:

SCHOOL UNIFORM PROVIDER

A Proposal Submitted in Response to

Vanguard Academy

Request for Proposal RFP VANG-05-UNI

Submitted By:

(Full Legal Name of Respondent)

On:

(Date of Proposal Submission)

RFP RESPONSE FORMAT AND CONTENT

1. Page/Items to return/include.

- Title Page
- Table of Contents
- Respondent Identification
- Additional Requirements
- Compliance with Specifications
- Past Performance/Demonstrated Effectiveness/References/Financial Statements
- Cost
- Certification of Respondent (ATTACHMENT A)
- Conflict of Interest form (ATTACHMENT B)
This form is needed in order to comply with Chapter 176 of the Texas local government code and is required to be an approved vendor for Vanguard Academy. Contact the Business Office at 956-781-1701 should you need assistance or have any questions.
 - If not related to a Vanguard Academy employee then put business name and N/A in box 1
 - If related to an Vanguard Academy employee then fill out form and list name of that Vanguard Academy employee; description of relationship will need to be filled out in Section D
 - Make sure the form is signed and dated at the bottom

2. Documentation must be complete. A respondent's written response shall be the sole means of presenting the service.

RESPONDENT IDENTIFICATION

Enter the Respondent's firm's name and address below.

1. Name of Firm _____

2. Street Address _____

3. City, State & Zip Code _____

4. Federal ID# or Social Security Number _____

ADDITIONAL REQUIREMENTS

1. Ownership: Proposal must include name and Social Security Number of each person with at least 25% ownership of the business entity submitting the qualifications.

NAME: _____ SSN: _____

NAME: _____ SSN: _____

COST (40 POINTS)

Provide the cost of uniform garments that would be sold to Vanguard Academy if selected as the d provider, inclusive of tax. Prices for all goods and/or services shall be negotiated to a firm amount for the duration of this agreement.

INVENTORY MANAGEMENT (30 POINTS)

Describe in detail the depth of forecasting that can be conducted to predict required needs based on 4,500 students enrolled in the district. Using this as a reference point, discuss matters regarding ability to manufacture to Vanguard Academy-designated specifications, supply chain management, and what steps will be taken to ensure that Vanguard Academy can start the purchasing process by June 1, 2019 or earlier, if possible. Discuss minimum thresholds of materials that will be kept on hand at all times, under what conditions re-ordering takes place, and the typical turnaround time for resupply, including manufacture and delivery.

LOGISTICS AND DISTRIBUTION (15 POINTS)

Describe what infrastructure or locations are currently in-place or would be guaranteed to be in place in the preferred communities of Pharr, Alamo and Edinburg. Address capacity to ship/deliver items directly to campuses as a part of this consideration.

CUSTOMER SERVICE (10 POINTS)

What are your company's core beliefs on customer service? What level of training is provided to your employees to ensure that frustrated and angry customers are heard, understood, and addressed? Demonstrate with examples how customer service can be improved and what Vanguard Academy can expect if your company is selected. Describe your return and exchange policies, how orders will be tracked, communication methods, and any other factors that affect customer satisfaction.

REFERENCES AND PAST PERFORMANCE (5 POINTS)

Describe in detail the type of services provided to Vanguard Academy (if applicable) and to other organizations.

ATTACHMENTS

ATTACHMENT A

CERTIFICATION OF RESPONDENT

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

Signature of Authorized Agent: _____

Printed Name and Title of Agent: _____

Name of Firm: _____

Address: _____

Telephone Number: _____

FAX Number: _____

Contact Person: _____

Email Address (if applicable): _____

Web Site Address (if applicable): _____

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

