

Purchasing Department
1320 West Main Street Suite 202
Franklin, Tennessee 37064-3700
Phone (615) 472-4010



**REQUEST FOR PROPOSAL # 1352
WILLIAMSON COUNTY SCHOOLS
COMPREHENSIVE – DISTRICT ATHLETIC APPAREL
EQUIPMENT AND SPONSORSHIP PROGRAM**

Released on November 22, 2024

10:00 am CST

Williamson County Schools is accepting proposals from interested and qualified proposers for the Comprehensive - District Athletic Apparel, Equipment and Sponsorship Program. Sealed proposals must be mailed, or hand delivered to Williamson County Schools, Central Office, 1320 West Main Street, Suite 202, Franklin, TN 37064 Attn: Skip Decker, by or before **10:30 am CST on Wednesday, Dec. 11, 2024** at which time they will be publicly opened.

Sealed proposal envelopes must be marked “**WCS RFP # 1352 Comprehensive – District Athletic Apparel Equipment & Sponsorship Program.**” Proposers may include any related literature, brochures or other proposal materials pertinent to the submittal if they wish. Absolutely no proposals will be accepted after this time. Faxed or emailed proposals will not be accepted. Sealed proposal envelopes shall be stamped (date and time) by WCS to verify the authenticity of receipt.

POST PRE-BID MEETING:

A pre-bid meeting for this project was held on Thursday, November 21, 2024 at 10:30 am. The meeting took place at the WCS Central Office. Representatives from BSN Sports, Mathews Team Sports, WCS Athletic Director, WCS Purchasing Manager and Agents were in attendance. During the pre-bid meeting only a couple of minor clarifications were discussed. Please note, those were answered and are contained in this released document.

THE FOLLOWING INFORMATION MUST BE PRINTED ON THE OUTSIDE OF THE SEALED BID ENVELOPES

- WCS RFP # 1352 Comprehensive - District Athletic Apparel Equipment & Sponsorship Program
- Vendor’s Company Name
- Vendor’s Company Address
- Date & Time of Proposal Opening

THE FOLLOWING MUST BE INCLUDED INSIDE THE SEALED PROPOSAL ENVELOPE

- Drug Free Workplace Affidavit (signed)
- Criminal Background Check Affidavit (signed)
- Certificate of Iran Divestment Act (signed)
- Certificate of Non-Boycott of Israel (signed)

IMPORTANT NOTE CONCERNING THIS PROJECT:

This is a significant opportunity for any professional athletic apparel firm, in an award-winning district. WCS operates a combined 21 Middle and High Schools. The winner of this RFP project will emerge as the exclusive WCS provider of athletic apparel, footwear and accessories. Additionally, the recipient of this contract will hold a privileged 6 year promotional & sponsorship co-op venture.

This program entails professional services, consulting, design services, measuring, and delivery. The awarded dealer will handle the needs of our school Coaches, Students, Teachers, Faculty, Parents and managing a district-wide Branding-Sponsorship Program. Potential proposers should take all these critical factors into consideration before submitting their proposals.

WCS is seeking a competent, knowledgeable, full-service provider who can successfully administer a full service comprehensive program to meet the (custom) needs of our District. The successful vendor should have a strong working infrastructure in Williamson County to effectively and efficiently meet the demands and challenging needs of WCS. Proposers should read and understand all specifications carefully; if you have questions concerning this RFP contact the Purchasing Department in writing by email skipd@wcs.edu before the deadline (Dec. 3, at 4:30 pm) which is stated in this document.

After the proposal is awarded to a successful vendor, WCS Schools will be prohibited from displaying banners or engaging in sponsorships with other people or companies that are directly or indirectly competitors of the awarded vendor or its name brand company. Furthermore, WCS schools are not to serve as promotional references or have statements or school logos or links on any competitors (*to the awarded proposer*) websites or literature.

- The Awarded Vendor must provide WCS the following items within (15) consecutive calendar days from the date of WCS award notice.
 - **Insurance:** WCS must be named as an additional insured on vendors' policy. Awarded Vendor will obtain and maintain insurance to protect vendor and owner from claims which may arise out of or result from contractor's operations under the contract. Certificate of Liability with a minimum of \$2,000,000 listing WCS as additional insured must be provided.
 - **Current 2024-25 MSRP catalog list prices for the designated flagship / major brands being proposed.**
- Williamson County Schools reserves the right to accept or reject proposals, upon the evidence (or determined by WCS Staff) before or after the proposal opening, that a vendor is not necessarily qualified by experience, is not in a position to perform the work specified in the time allotted, or upon evidence of collusion with intent to defraud or other illegal practice.
- All proposals are to be complete in every detail as required. Proposals that are incomplete, contain irregularities or are not in accordance with the specifications may be rejected. WCS reserves the right to waive any formalities to accept any proposals in whole or in part, split proposal, and/or accept any individual item or items within a proposal or to reject any or all proposals in the best interest of WCS.

- All proposals must provide and include in their RFP submission to WCS a completed Tennessee Drug Free Workplace Affidavit (as required by TCA 50-9-113) a Criminal Background Compliance Affidavit (acknowledging compliance with TCA 49-5-413) and the Iran Divestment Act Affidavit and a Non – Boycott of Israel Certificate. Affidavits are attached to this document: they must be completed, signed and included inside the proposal envelope.
- An apparent low proposer will be established from the RFP process. A contract for this project will be awarded to the lowest, best and most responsive proposal that reasonably meet specifications and qualifications as determined to be in the best interest of WCS. Once the successful proposer has been established through the competitive RFP process the WCS Purchasing Department will notify the said proposer of our intent to proceed with the documented award.
- The proposal evaluation will be based quantitatively, 50% upon pricing/cost structure and 50% upon solution-based service as determined to be in the best interest of WCS along with other qualitative considerations as submitted through the RFP process.
- If vendor has engaged or conducted business with WCS in the past this direct experience shall also be taken into consideration in this RFP process.
- All proposals are ultimately subject to funding as with all WCS projects. WCS is a tax-exempt organization. Proposers are to include all sales and use tax, payroll tax, insurance, bonds, etc... as applicable by the State of Tennessee procurement laws in their proposal.
- The terms, conditions and language of this RFP shall supersede and take precedence over any resulting contract/agreement and shall be binding unless mutually amended by WCS and proposer. Issuance of the award notice will take place within 15-20 days of the final evaluation. Disputes or legal matters will be litigated in Williamson County or the Middle District of Tennessee.
- WCS Purchasing Agent must approve any change to original proposal specifications. For any resulting agreement from the RFP, WCS reserves the right to cancel upon 30 days written notice without penalty to WCS.
- All submitted proposals are to be valid for a minimum of 60 days or until awarded, whichever comes first. For all awarded proposals, the price structure will be fixed and remain in effect throughout the entire contract period. The awarded proposal will be in effect for a period of (1) year, WCS reserves the right to extend the annual option to renew at the anniversary date of the contract for an additional (5) years, not to exceed a total of (6) years.
- If the award requires a rebranding from the current brand, then all WCS schools **must** be rebranded within **(24)** twenty-four months of the RFP award date. All wall pads, chairs, backdrops, goals, uniforms, door wraps, window clings, scoreboards – all related branded aspects of athletic programs must be converted to the awarded brand/manufacturer. The cost must be absorbed by a combination of the schools' annual product spend and vendor contributions. If a new brand is awarded, no WCS secondary schools will be allowed to have the old branding in place after **24** months from award of RFP #1352. However, the successful bidder must have the ability to effectively provide **fill-in** uniforms of the pre-existing uniforms during the **24-month** conversion period. We are aware that a dealer of one name brand may not be an authorized dealer of a competitor, but the dealer should find a means of purchasing the fill-in brand during the transition period, and **as a last resort**, fill-in with a generic, very closely matching alternative but **NOT** the new brand name or logo.

- For purposes of this rebranding, it should be assumed that all 21 secondary schools must be rebranded. To reiterate, this includes, but is not limited to, banners, scoreboards, court-side chairs, wall pads, media walls, tablecloths, court decals, softball and baseball backstops, etc.
- As all parties are aware, WCS presently has an established brand. If through the process of this competitive RFP project – WCS district is re-branded; then it shall be required and necessary, that the 24-month re-branding conversion be 100% complete within the first 24 months of the district program. This requirement shall be enforced by the following:
- If the District comprehensive re-branding is not achieved as described above within **24 months**, then beginning in month **25**, WCS shall invoke liquidated damages in the form of a 5% deduct off every invoice from the awarded bidder until said re-branding is fully accomplished to the satisfaction of WCS Management. Note – this 5% deduct shall also apply to any and all WCS affiliate groups / entities that are buying from this awarded contract. The liquidated damage/deduct provision is necessary, and reasonable as it is protection for WCS and in lieu of a PPLM bond which is usually required on large scope/dollar WCS contracts.
- If the WCS District comprehensive re-branding has not been achieved as described above beginning in **month 28**, WCS shall invoke liquidated damages in the form of a 10% deduct off every invoice from the awarded bidder until said re-branding is fully accomplished to the satisfaction of WCS Management. Note – this 10% deduct shall also apply to any and all WCS affiliate groups / entities that are buying from this awarded contract.
- The awarded proposer should abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission but shall fully address the full intent and meaning of each aspect of the specifications. WCS reserves the right to waive any technicalities or formalities or informalities.
- It is the awarded proposer’s responsibility to comply with all local, state and federal laws, regulations, codes, licensing, and other requirements. The proposer must be prepared to substantiate compliance upon request by the Board’s representative. In the event a proposer fails to perform, WCS reserves the right to begin negotiations with the “next best proposer” to complete the project or services. In addition, the vendor may forfeit future business with WCS.
- **INDEMNIFICATION / HOLD HARMLESS:** The awarded vendor shall indemnify, defend, save and hold harmless Williamson County Schools, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by vendor, its subcontractors, suppliers, agents or employees or due to any negligent act or occurrence or any omission or commission of vendor, its subcontractors, suppliers, agents or employees.

SCOPE OF PROJECT

This athletic apparel, equipment and sponsorship program is a service-based performance project that is customized for WCS with expected, specific outcomes. This program includes elements of supply chain management and multi-dimensional **value-added** features only achievable through a vested cooperative arrangement which involves branding and sponsorship. It is not merely purchasing and delivery of athletic apparel items. The effective management of this program requires a dedicated account team which includes, but is not limited to, a dedicated account manager, field representative and accounting representative. This project is just as much about sponsorship and service as it is apparel, equipment and footwear projects.

DEDICATED MAIN ACCOUNT EXECUTIVE

WCS requires that our account be managed professionally and properly by a seasoned account executive with 10 + years experience K – 12 and or Higher Education athletic apparel and footwear sales expertise. We are seeking a relationship beyond order taking and desire relationship with a provider that values our business and prioritizes our account and can offer a sponsorship with the school district.

The successful vendor must appoint an account manager to be accessible and responsive to our phone calls and emails. If there is a change in personnel on our account, we require immediate notification of such changes. WCS would like to review the resume of the account manager to be assigned to this district. If our account manager is on vacation, illness or work-related travel we require a second person who can step up and manage the account as required. The account manager will also be competent and professional to occasionally meet, collaborate and serve in possible advisory roles with WCS executive members. They should also monitor and keep abreast of WCS capital projects through WCS Board Meetings and the budget process, this will allow them to engage in strategic planning, provide ideas and add valuable insight along with the purchasing department.

FIELD REPRESENTATIVE

This awarded project will also require at least a minimum of 3 additional sales representatives who are knowledgeable of products and able to meet with WCS personnel such as athletic directors, coaches, teachers, principals and central office employees to assess and respond to district needs.

FINANCE-ACCOUNTING REPRESENTATIVE

WCS should have a single, accessible, dedicated and competently experienced representative in the proposers accounting department that is responsive to quotes and invoicing questions and be accurate in producing detailed reports along with other information relevant to our account. WCS requires net 20 days from date of invoice which must be submitted after 100% of the project or order is complete. Supporting documentation is required with the invoice which includes the PO number, original quote, and a signed work ticket or packing list. ***Upon request, WCS requires a monthly report 5 days after each month end accurately reporting the previous month and fiscal year to date purchases and promotional dollars.***

- WCS must be approved by the awarded proposer for a revolving credit line of \$500,000. We will not complete individual credit applications for separate transactions, likewise, we expect your company will have similar credit capacity with the manufacturers so that delays are not incurred because of credit issues.

- Evaluation of the contract for purposes of future purchases and renewals will be performance based. Timely service on any apparel and footwear orders, minimal mistakes and corrections made in an expedient manner will be considered.
- Successful proposers must have an excellent relationship and experience with various athletic apparel, equipment, and footwear manufacturers to provide optimal/maximum discounts and to take care of warranty claims and issues or other related issues in an expedient manner. Failure to abide and uphold this commitment will result in a notice of cancellation of any awarded contract.
- The proposer shall quote a percentage discount off the manufacturers currently advertised / published catalog list price. Due to the bulk load of several catalogs, it is not necessary to submit manufacturer catalogs in your bid packet. Upon the evaluation of proposals, WCS may request catalogs – at which time they should be made available in a timely manner.
- Please note that this project will be very competitive, and it is our desire to award the project to the single most compelling proposer overall as evaluated and determined by the WCS staff. This solicitation is an RFP (Request for Proposal) versus a RFB (Request for Bid). This RFP includes subjective and objective elements.
- The successful proposer must provide **turn-key service**. This includes, but is not limited to – fittings, bringing samples, providing color choices, and other miscellaneous items. Most importantly completing deadlines and servicing the needs of WCS Athletic programs.
- WCS will regularly have multiple athletic projects that may be under one consolidated purchase order. We typically state on each purchase order that the vendor must issue one consolidated detailed invoice pursuant to the PO – after all work has been successfully completed (may be several weeks).
- The awarded proposer must have financial stability to accommodate this type of invoicing and payment arrangement and not request partial payments from WCS. Partial payments (for partially completed projects) will not be honored.
- An individual school or athletic department within a school will give the awarded proposer the general plan and budget for a project and will expect the vendor to produce samples and options or recommendations with related samples or photo images and quote details to support project proposal for WCS personnel to review and approve.
- Apparel and equipment purchases for this program will include uniforms, practice wear, sportswear, spirit wear, equipment, footwear, accessories, and headwear. Of this annual estimate - WCS acknowledges that the district normally spends approximately 10% of taxpayer-based expenditures – towards the athletic apparel and footwear. The individual school Athletic Boosters and specific Athletic Departments comprise approximately 90% of the annual spend from dollars generated through their respective programs.
- WCS furthermore acknowledges that since the majority of these funds come from various schools the common link would be that all schools are managed and operated under one School District and one School Board. The District Leadership and Management will strongly encourage and expect the full cooperation and participation from each Middle and High School Athletic Department. With that being said the awarded proposer shall be considered the District's – Primary and Preferred Provider.

Pursuant to the terms, conditions, and qualifying features of a request for proposal, certain qualitative factors allow WCS to make valid determinations and informed award decisions which are in the best interest of the district. WCS anticipates several participating Proposers on this project. In order to qualify proposals regarding sales and service to be provided, references will be utilized.

It is certainly not necessary to have conducted business with WCS previously to submit a proposal. WCS will consider any proposer's previous experience (specific to athletic apparel & equipment projects) as a qualified reference which may be relevant in the evaluation process. However, past positive experience with WCS could certainly be considered a plus.

CENTRALIZED, FULL-SERVICE SALES AND OPERATIONS FACILITY

The successful management of this program requires the awarded proposer to have a centrally located sales office which includes a functional, well stocked sample/showroom and local warehouse with distribution space that is convenient to all WCS schools. This Full-Service facility **must be centrally** located inside the geographic parameter of Williamson County. Convenient enough that sales reps and other staff could make quick connections / deliveries from this facility to and from schools as needed.

FULL-SERVICE SALES AND OPERATIONS FACILITY REQUIREMENTS:

- A customer friendly, clean environment with experienced, knowledgeable staff on-hand during normal business hours and accessible to WCS faculty and staff.
- Experienced staff who can properly custom size and fit uniforms, apparel or footwear.
- Experienced graphic design artist with full resources for on-site custom screen printing, embroidery and transfer capabilities.
- A functional sample/showroom containing an effective sampling with most of the products standardized by WCS for use in this project.
- Local dedicated warehouse storage and distribution space is also necessary. This local warehouse space should be approximately 5,000 square feet, adjacent to or in close proximity of the showroom. The facility must be located within 15 miles of the district office.
- WCS knows from past experience in order to serve the needs of WCS the vendor must have the full-service sales facility, sales show room, sample room, fitting, operations, accounting warehousing, graphic arts and screening room all under the same roof or on the same premises.

It is critical that the comprehensive sales and support infrastructure (as described above and throughout this document) be 100% in place and operational within **90 calendar days from the award of this RFP** project. The sales infrastructure is necessary to the success of the program. Therefore, if the sales and support infrastructure is not accomplished in **90** days then liquidated damages in the amount of 10% deducted from the vendor invoices will be enforced for WCS and all affiliates as described above. Said liquidated damage deducts will remain enforced until proper sales and support infrastructure is in place – to the satisfaction of WCS. The liquidated damages enforcement is lieu of a PPLM bond.

PROJECT PURPOSE & OBJECTIVE

WCS seeks a qualified provider to exclusively design and supply athletic apparel - this includes but is not limited to all clothing, game-day uniforms, training or practice gear and protective apparel-padding and footwear from a qualified experienced proposer. The suitable proposal will be the most comprehensive, athletic apparel, proposal. The proposal should include a sponsorship which will be the utmost competitive value and in the best interest for the district. WCS will evaluate each proposal considering the ease of ordering, service, quality and reputation of the vendor. The successful proposer is strongly encouraged (*pertaining to school's purchases of athletic apparel, footwear and other related accessories*) to meet the following criteria:

The Proposer must provide qualified and knowledgeable expertise and consulting of all (boys and girls) secondary school athletic sports including, but not limited to, the categories listed below.

Compliance is **required** with the isolated exceptions noted below where participation is encouraged.

- Football & Lacrosse –
*helmets/shoulder pads
encouraged but optional*
- Flag Football
- Soccer
- Basketball
- Baseball
- Softball
- Volleyball
- Dance – *highly encouraged*
- Tennis
- Track & Field
- Wrestling
- Golf
- Cross Country
- Bowling
- Cheerleading – *highly encouraged*

***Any sport added as a sanctioned support by TSSAA will be included**

- ☞ Specific items required to be purchased pursuant to this award: ANY and ALL athletic apparel for the above-mentioned athletic programs (**school or booster**) purchased. This includes all uniforms (team camps, practices and games), caps, apparel padding, footwear (socks and shoes). Coaching staff (including managers/trainers) apparel is also included. If Gatorade sideline kits are purchased, they should be purchased under this award.
- ☞ Optional items pursuant to this award: helmets, shoulder pads, and apparel and related accessories for club sports are all considered optional but highly encouraged purchases pursuant to this award.
- ☞ Entities required to comply: PTOs, Booster Clubs and any Parents/Parent Groups purchasing apparel/footwear specifically for the team and coaching staff **must participate in this program/award.**
- ☞ Spirit wear offered by various organizations and purchased by parents individually or in aggregate that are sold through school bookstores and at games are highly encouraged to be provided through this award.

- The Proposal should include the primary brand with up to 3 secondary manufacturers offered to WCS and indicate the pricing structure provided.

MSRP list price with an aggressive percentage discount for each manufacturer

Successful Proposer will facilitate a relationship with the district – of one major manufacturer and will establish a Promotional Marketing Sponsorship Program. The bidder must provide details of their proposal as part II of this RFP. This sponsorship would involve an exclusive relationship between the major sponsor and WCS district which would apply to every Middle and High School in the district.

Suggested and acceptable manufacturers may include, but not be limited to, any of the following:

<i>Adidas</i>	<i>Nike</i>
<i>Under Armour</i>	<i>New Balance</i>
<i>Wilson</i>	

IMPORTANT NOTE: To clarify, the awarded dealer has the option to offer and sell football helmets and shoulder pads to any WCS school. However, WCS schools are not required or necessarily expected (as a result of this bid project) to purchase any particular brand of helmets or shoulder pads from the awarded proposer. The schools are expected to comply with all other athletic items that are detailed in this RFP.

INSTRUCTIONS TO PROPOSERS

Compliance with the RFP

Proposals must be in strict compliance with this Request for Proposal. Failure to comply with all provisions of the RFP may result in disqualification. By signing proposal, proposer acknowledges that he/she has read and understands the requirements for the proposal. The response to the RFP will be included as an attachment to the contract to ensure compliance without additional cost to WCS.

Proposal Preparation Costs

WCS will not be liable in any way for costs incurred by any vendor for preparation of proposal, communication, travel and associated expenses, and/or demonstration.

Rejection of Proposals

WCS reserves the right to accept or reject in whole or in part any or all proposals submitted.

Acceptance of Proposals

WCS shall accept proposals that are submitted properly. However, WCS reserves the right to request clarifications or corrections to proposals.

Requests for Clarifications of Proposals

Request by WCS for clarification of proposals shall be in an email. Said requests should not alter the vendor's pricing information contained in their cost proposal.

PROJECTED TIMETABLE

Proposers and WCS Staff should recognize & comply with the following dates:

- Advertised in the Tennessean and the Williamson Herald Newspapers..... Nov. 7, 2024
- Pre-bid Meeting, Draft of the RFP distributed.....10:30 am on Thurs. Nov. 21, 2024
- Distribution of completed RFP Document (including items/clarifications from pre-bid meeting) to all interested bidders..... Friday, November 22, 2024.
- No additional questions received or answered after..... 4:30 pm on Tuesday, Dec. 3, 2024
- Final Addendum (if required, with the answer to questions received)..... Friday, Dec. 6, 2024
- Proposals Due and Proposal Opening..... 10:30 am on Wed. Dec. 11, 2024
- Proposals calculated, interpreted and tabulation spreadsheets completed by the Purchasing Department and presented to the WCS Evaluation Team for further reviews around noon on Tuesday, December 17, 2024.
- Analysis and Evaluations will begin by the evaluation team on December 17, 2024 and continue until Friday, January 10, 2025.
- After the final evaluation is completed WCS will formally announce the final intent to award to one company sometime between Jan. 10th – Jan. 16th.

Questions: During the pre- proposal meeting, participants will be given an opportunity to ask questions concerning the RFP and its specifications. Following the pre-bid meeting the finished copy of the RFP will be released, this finished copy will include any questions, concerns, or suggestions that are discussed during the pre-bid meeting along with the answers.

Inquiries: Inquiries or questions about the RFP should be submitted in AN EMAIL ONLY and emailed to Skip Decker skipd@wcs.edu all questions must be received by or before 4:30 pm Tuesday, Dec. 3, 2024. NO FURTHER QUESTIONS WILL BE ANSWERED AFTER THAT TIME

RESPONSE FORMAT

1. **PROPOSERS MUST SUBMIT: ORIGINAL, one COPY of the written proposal, and a digital copy (pdf or Microsoft Word). Proposals should be no longer than 20 pages total.**
2. **PROPOSALS MUST BE ACCOMPANIED BY ALL REQUIRED DOCUMENTS NOTED BELOW**

The items listed below shall be submitted with each proposal and shall be in the order shown with headers for each section that match the list below.

Each section shall be clearly labeled with pages numbered and separated by tabs. Failure by a proposer to include all listed items may result in the rejection of the proposal. Responses to the RFP shall be submitted by identifying each category by the referenced headings as detailed below:

- **COVER PAGE:** A cover page that contains the name of the proposer, at a minimum, should be the first sheet of the proposal. A table of contents may be provided also.
- **EXECUTIVE SUMMARY:** Provide a description (overview) of your company's proposal to meet the requirement of the RFP.
- **QUALIFICATIONS:** Provide information pertaining to your company's abilities and capabilities to successfully provide the athletic apparel, footwear and related products and implementation services required by Williamson County Schools District. Responses should address the following:
- **Client References & Similar Projects:** Provide references from school districts where your company has provided similar projects. Include names, email addresses and cell phone number. Additional sheets may be used for references if needed.
- **Implementation Plan & Project Staffing:** Explain how your company will implement the project.
- **Technical Specifications, Quality & Reliability:** List specifics and describe the product quality and reliability.
- **Warehouse distribution capabilities General & Technical Checklists**
- **Valued Added Sponsorship proposer may bring to the table, beyond what's required from the RFP Specifications:** Describe in detail any additional value added items or programs your company will include with this program if awarded to your company.

EVALUATION OF PROPOSALS

WCS will use the following weighted formula to determine the successful bidders on a 100-point scale.

I. Subjective and Qualitative Analysis...weighted 50 points

Include a proof of concept proposal on a comprehensive district sports program with the maximum proposed potential revenue to the school district.

II. Objective and Quantitative Analysis...weighted 50 points

(Objective black and white cost comparison)

EVALUATION PROCESS

WCS expects proposers to submit competitive responses to this RFP that will meet WCS requirements identified in the RFP specifications. Based on proposer’s responses to this RFP, Williamson County School District reserves the right to negotiate final terms and details with a single vendor (see phase II). Williamson County School District reserves the right to deny all proposals. Vendors should complete all changes and clarifications to proposals before submitting for evaluation.

Williamson County School District Purchasing Department will evaluate and assess each proposal. The proposals will be evaluated under **EVAl Phase I** (approximately 5 – 15 calendar days) based on the content and solutions offered using the following criteria:

I. Subjective and Qualitative Analysis...Weighted 50 Points

<u>Points</u>	<u>Criteria</u>
1	Proposer Information: <i>Clarity and length of proposal</i>
2	Executive Summary: <i>Owners’ Names, financial stability, how long in business, location of offices</i>
5	Proposer’s Qualifications: <i>Ability to provide merchandise, experience</i>
5	Client References & Similar Projects: <i>Includes relationship with sales staff, experiences with completing other similar school projects</i>
9	Implementation Plan: <i>Includes merchandise orders are correct, order is on time, availability, ease of placing order, sales staff attentive ability</i>
10	Technical Specifications: <i>Pricing, Merchandise Variety, Quality</i>
9	Warehouse Distribution: <i>Capabilities General & Technical checklists, location</i>
9	Valued added Sponsorship: <i>Items, ideas, promotions that proposer may bring to the table, beyond what’s required from the RFP Specifications.</i>

II. Objective and Quantitative Analysis...Weighted 50 Points

50	Pricing, cost, percentage discount, quality of goods/brands offered Bidders will be ranked based upon pricing and assigned values in this section of RFP analysis in 3 point increments – lowest bidder receives 50 points, next lowest 47, next 44 and so on)
----	---

100 Points Maximum (for both sections)

ACCEPTANCE OF PROPOSALS:

PHASE I

The evaluation team shall accept all proposals that are properly submitted. However, it reserves the right to request clarifications or corrections to proposals. Acceptance of a proposal by Williamson County School District or a submission of a proposal to the school district offers no rights upon the proposer nor obligates Williamson County School District in any manner. The evaluation team is comprised of approximately 5 WCS representatives.

WCS will take into consideration the sum of all the submittals both qualitative and quantitative. The evaluation team will conduct committee collaboration and then cast individual, documented ballots. The WCS Purchasing Dept. will tabulate the ballots and derive at finalist selection.

PHASE II

As mentioned above, WCS will determine the best overall proposal. If additional information, demonstrations, samples of merchandise or other similar clarification is needed, WCS may request an in-person or electronic video meeting with the proposer. This meeting, if necessary, shall be at the evaluation team's discretion. After all evaluations are complete, WCS will contact the single finalist for discussion and possible negotiations. This will occur by approximately January 10, 2025. Shortly afterwards, WCS will make the final award decision and formal announcement of the company that is determined to be in the best value, interest and solution for WCS district.

NOTE: This RFP is being conducted during winter months in Middle Tennessee which are sometimes unpredictable. The Williamson County School District may close if snow or ice is predicted in the interest of safety for students and staff. Therefore, if WCS is closed for inclement weather all meetings scheduled for that date will be rescheduled. All participants will be notified (when the staff can safely return) of the rescheduled time and date. All active participants will be included and WCS will send out the information in the form of an addendum.

Please note, the inclement weather policy is strictly for the Williamson County School District. Proposer's locations are not included and potential proposers are expected to comply will all times and dates to participate unless WCS is closed.

PROPOSAL COVER SHEET
RFP # 1352
WILLIAMSON COUNTY SCHOOLS
COMPREHENSIVE – DISTRICT ATHLETIC APPAREL, EQUIPMENT
AND SPONSORSHIP PROGRAMPROGRAM

This Proposal Cover Sheet must be attached as the first page of the submitted packet.

I, _____ (print name) , _____ (title),
verify that I have carefully read the specifications, terms, conditions and instructions contained within this document and that I understand, acknowledge and agree to all the language set forth within. By signing this document and submitting my proposal in a sealed envelope with Williamson County Schools, I fully acknowledge I understand and accept the language contained within this RFP document.

Notice to Proposer – If you find any of the language, terms, conditions or specifications unacceptable – then please do not submit a proposal package for this project.

Signature: _____ **Date:** _____

PRINT NAME AND TITLE : _____

Company Name: _____

Address: _____ **City** _____ **State** ____ **Zip** _____

Email address: _____ **Cell Phone Number** _____

ITEM I Proposal Cost

Please list the primary brand with up to 3 secondary manufacturers, including the most competitive proposed discount or mark-up offered to WCS. Indicate your single-lead brand at top.

Name of Manufacturer MSRP - Catalog – list price with % discount

This price structure includes turnkey professional sales, management, delivery and services.

Use extra Paper if necessary.

Name of Manufacturer	% Discount from the MSRP	Single Lead Brand
----------------------	--------------------------	-------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All manufacturer’s pricing is calculated from current published list pricing. All shipping, delivery, installation, storage, design and all associated fees are included in the discounted price. Additional manufacturers may be added to this contract, upon request, at similar discounts off current manufacturer’s list price.

ITEM II

Please attach a detailed comprehensive proposal, no more than 20 pages, for WCS District Sponsorship Plan

ITEM III

On one page please provide at least five reference sites comparable to WCS and in as close proximity as possible where your athletic apparel and footwear solutions or sponsorship have been implemented.

ITEM IV *Answer will not be counted in the final score*

Proposer agrees to allow other Tennessee Public School Districts to “piggyback” on the WCS RFP #1352 award as allowable through TN Cooperative Purchasing Laws. **Yes** ____ **No** ____

ANSWER THE FOLLOWING QUESTIONS (use additional sheets if necessary)

1. Describe customer service/relationship philosophy.
2. What is your finance/accounting process? This includes bookkeeping and billing services.
3. Describe your delivery service. Do you have a full-time, in-house service?
4. Provide ordering schedule by sport/season include deadlines.
5. Include the process to ensure items are delivered on time, this includes purchase order/booster approval and order approval.
6. How many weeks to get custom and stock uniform orders?
7. Include order fulfillment processes, lettering, timeframes etc.
8. What is/are your discount structure(s) for apparel and other goods?
9. How are shipping and handling costs determined?
10. Do you have team/web stores? If so, include the discount table.
11. Do you have a branding program? If so, include details.
12. Do you have a promotional program? If so, include details.

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Williamson County government to provide construction services, hereby states under oath as *follows*:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contacts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.
3. The Company is in compliance with T.C.A. § 50-9-113.

Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared _____ with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20__

Notary Public _____

My commission expires: _____

CRIMINAL BACKGROUND COMPLIANCE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer contracting with Williamson County Board of Education to provide services having direct contact with children or access to grounds of a Williamson County public school while students are on grounds, hereby states under oath as follows:

1. The undersigned is a principal officer of _____ (hereafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Company submits this Affidavit pursuant to T.C.A. § 49-5-4 13 as amended effective September 1, 2007 for entities entering into contracts with a local board of education where the company's employees will have direct contact with school children or access to the grounds of a school when children are present. It is the duty of the Company to require applicants supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds and to take certain other actions based upon the results of the records check.
3. The Company is in compliance with the terms of T.C.A. § 49-5-413. Further affiant saith not.

Principal Officer

STATE OF _____

COUNTY OF _____

Before me personally appeared with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she is the _____ of _____ and is authorized to execute this instrument on behalf of the principal for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____, 20_____.

Notary Public _____

My commission expires: _____

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

Effective July 1, 2016, this form must be submitted for any contract that is subject to the Iran Divestment Act, Tenn. Code Ann. § 12-12-101, et seq., (“Act”). This form must be submitted with any bid or proposal regardless of where the principal place of business is located.

Pursuant to the Act, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization, or other business organization that is contracting with a political subdivision of the State of Tennessee.

Certification Requirements.

No state agency or local government shall enter into any contract subject to the Act, or amend or renew any such contract with any bidder/contractor who is found ineligible under the Act.

Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION:

I, the undersigned, certify that by submission of this bid, each bidder and each person signing on behalf of any Respondent certifies, and in the case of a joint bid or contract each party thereto certifies, as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tenn. Code Ann. § 12-12-106.

Respondent represents it has the full power, knowledge, and authority to make this Certification and that the signatory signing this Certification on behalf of bidder/contractor has been duly authorized to do so on behalf of the bidder/contractor.

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Respondent Name Printed Name of Authorized Official

Signature of Authorized Official

Date

NON-BOYCOTT OF ISRAEL
CERTIFICATION

Tenn. Code Ann. § 12-4-119 prohibits public entities from entering into a contract for services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and will not be engaged in for the duration of the contract, a boycott of Israel. This applies to any contract entered into on or after July 1, 2022. The law does not apply to contracts with a value of less than \$250,000 or in contracts where the supplier has less than ten employees. A boycott of Israel means engaging in refusals to deal, terminating business activities or other commercial actions that are intended to limit commercial relations with Israel, or companies doing business in or with Israel or authorized by, licensed by or organized under the laws of the State of Israel to do business, or persons or entities doing business in Israel, when such actions are taken: (1) In compliance with, or adherence to, calls for a boycott of Israel, or (2) In a manner that discriminates on the basis of nationality, national origin, religion, or other unreasonable basis and is not based on a valid business reason. Tenn. Code Ann. § 12-4-119.

Certification Requirements. Complete all sections of this certification and sign and date it, under oath, in the presence of a Notary Public or a person authorized to take an oath in another state.

CERTIFICATION: The Contractor certifies that it is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel as defined by Tenn. Code Ann. § 12-4-119. This provision shall not apply to contracts with a total value of less than two hundred fifty thousand dollars (\$250,000) or to contractors with less than ten (10) employees.

Printed Name and Title of Authorized Official

Signature of Authorized Official

Date
STATE OF _____

COUNTY OF _____

Before me personally appeared _____, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the forgoing affidavit for the purposes therein contained.

Witness my hand and seal at office this _____ day of _____.

Notary Public My commission expires: _____