

**YES PREP RFP YP2020-02- School Uniform**

Services  
February 11<sup>th</sup>, 2020

**Addendum #1**

RFP #: YESP2019-02

RFP Title: YES PREP RFP YP2020-02- School Uniform Services

This addendum is issued to answer questions, explain, modify or correct the original Request for Sealed Proposals document. This addendum and any subsequent addenda are hereby made a part of the Request for Sealed Proposals document and related specifications. In the event of a conflict, the most recent document will govern.

All other terms, conditions and requirements of the original RFP remain the same at this time.

**RFP#YESP2020-02 – School Uniform Service Copy of Legal Ad:**

*“YES Prep Public Schools will receive sealed proposals for RFP YP2020-02- School Uniform Services until 2:00 PM, February 24th, 2020 at 5515 South Loop E FWY STE B, Houston, TX, 77033. **A mandatory pre-proposal conference will be held at 3:00 PM on February 10th, 2020 at 5515 South Loop EFWY STE B, Houston, TX, 77033.** Proposal can be accessed at <https://www.yesprep.org/rfps>. Please contact Kerem Kutuk, Purchasing Manager at [procurement@yesprep.org](mailto:procurement@yesprep.org) for questions.”*

The following schedule and timelines were updated and apply to this RFP. The following timelines are subject to change at the District’s discretion:

**CHANGE FROM:**

- Newspaper Ads: January 28th, 2020 and February 4th, 2020
- Inquiry Deadline for Proposal Questions: February 10th, 2020 @3pm (CST)
- Preproposal Conference: February 10th, 2020 @3pm
- Respond to Questions: February 11th, 2020
- Deadline for submission of proposals & Opening: February 24th, 2020 @2pm
- Proposal evaluation: February 20th, 2020 – March 6th, 2020
- Contract Award: March 11th, 2020

The Initial term of the prospective contract is a period of two (2) years. YES Prep may elect to extend any contract awarded pursuant to this procurement solicitation for up to Three (3) additional one-year terms, with mutual consent. The maximum duration of any contract resulting from this procurement is a total of five (5) years.

**CHANGE TO:**

- Newspaper Ads: January 28th, 2020 and February 4th, 2020
- Inquiry Deadline for Proposal Questions: February 10th, 2020 @3pm (CST)
- Preproposal Conference: February 10th, 2020 @3pm
- Respond to Questions: February 11th, 2020
- Deadline for submission of proposals & Opening: February 24th, 2020 @2pm
- Proposal evaluation: **February 25th, 2020** – March 6th, 2020
- Contract Award: March 11th, 2020

The Initial term of the prospective contract is a period of two (2) years. YES Prep may elect to extend any contract awarded pursuant to this procurement solicitation for up to Three (3) additional one-year terms, with mutual consent. The maximum duration of any contract resulting from this procurement is a total of five (5) years.

## ANSWERS TO QUESTIONS

The following are answers to questions submitted by potential proposers and vendors who attended the pre-proposal conference on February 10<sup>th</sup> at 3PM.

Q- PG 12 In regard to samples, is this stating that preferred vendor will be responsible to providing samples of ALL styles, sizes and colors to each school and home office?

A- The samples will be needed for all campuses and HO.

Q- In the specs description of the logos it states heat transfer, is that the preferred method or is YES Prep open to other decorating options?

A- Open to other decorating options if they are cheaper

Q- PG 13-Statement about Royalty payments, is YES Prep anticipating or requesting Royalty payments from the Uniform program? Is YES Prep looking for a Rebate program?

A- Not rebate, but royalty payment for usage of our logo and this will be highlighted in the addendum. It is not a part of the scoring rubric

Q- Uniforms: Can other styles of uniform options be submitted if they meet the requested spec requirements?

A- As long as it does not increase cost

Q- Are all students going to be required to buy the NEW styles? Will students be allowed to wear previous year uniform styles for a certain period of time?

A- Students will be encouraged to purchase new uniforms, but all new 6th grade and Elementary students will be required to buy new uniform

Q- PG 20- The PreK-7 Line Item Option is a colored polo with a product number provided. Is this an option to the bidder to offer? OR is this an option that will be required of the vendor to be offered to the parents?

A- We found this as an option for the bidder to offer as it provided different colors to align with colors per campus

Q- Since there is an item number (G728B or G880B) does this mean that the colors in this style are the colors the campus will go with. IE:- the Purple polo is the purple that the campus will carry. OR is it the responsibility of the vendor to FIND a Purple polo to match the PMS color in the schools branding guide?

A- The colors in those styles are the colors campuses will go with

Q- It states in bid or "Similar"- does this mean the similar shirt option to be consistent throughout the offerings? IE- each campus will have the same product style # and not changing out the style # per campus to match those campus branding colors?

A- The goal is to have all schools follow universal colors of Navy Blue and White and have the option of one colored polo to determine the cost.

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Q- PG 21- will every high school have a t-shirt? Will the number of colors in the art be consistent for each campus? IE: will the art be limited to the same number of color imprint in the front chest art? Or will it vary from campus to campus?

A- Every school will have a t-shirt (spirit shirt) which will have the school mascot and the school name with Y logo

Q- PG 29- How is the staff spirit wear to be sold? Will distribution be the same as uniform items? Will the art be consistent number of colors as imprint in the bid? IE: shows a 2-color front and 2-color back. Is this just for bidding purposes and the awarded vendor will be permitted to adjust pricing if the "Staff spirit shirts" requested have more colors?

A- The staff spirit shirt is per request, the distribution for staff shirts will be to be mailed to school Executive Assistant versus mailing to staff addresses. The vendor is permitted to adjust pricing on spirit shirts in the request has more colors

Q- On each item it requests pricing for shipping, is that the cost of shipping to the end user?

A- The cost is shipping is for the buyer, as the request is to have school uniforms mailed out to buyers address versus delivering to the campus.

Q- Contract Award- March 11- when does YES Prep anticipate the program to start after the awarded bidder is announced?

A- Contract stars: on July 1<sup>st</sup>, 2020

However, New vendor must develop the plan immediately, Welcome Night for new students is scheduled for incoming students mid-april and we would like to have samples for each school by then to showcase to parents. Ideally it would be great if vendor rep is at each school.

Q- How will this be communicated to parents, what role does YES anticipate the winning vendor to assist in this communication?

A- Parents will be made aware of the vendor and the chosen uniform for 20-21 and it would be great to have vendor present for Welcome Night to start building relationship with parents.

Q- 14- Will vendor be responsible to adding new "uniform items" throughout the year at a campus's request? What will the approval process be?

A- There will not be any newer uniforms what is included in the RFP is what we will move forward with, unless communication is received from the district.

Q- on PG 10-Ownership-bid states "YES shall retain Ownership rights to all materials....the work described herein." What responsibility does this mean to the vendor who will be responsible for the inventory? Yet, YES bears no financial responsibility to this inventory and stock?

A- The vendor will be sole responsible for the inventory

Q- Can we see last winners pricing and selections?

A- <https://southside.logoshop.com/>

Q- Can we provide alternate brands? The virus in China is hurting supply chains and many schools are needing to use 1 to 2 brands to have back up and fulfill orders.

A- As long as the price remains within our guidelines and the material is the same.

Q- How many schools have their own unique logo instead of the yes prep logo?

A- All schools have the same YES logo except for the 2 Elementary schools

Q- Proposal evaluation dates start February 20, but deadline submission is the 24. If we submit prior to the 24th and are given feedback can edits be made?

A- Yes, the evaluation will start on the 25<sup>th</sup> and we will have an addendum

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Q- Can we see last winners pricing and selections?

A- <https://southside.logoshop.com/>

Q- Is current provider only online or retail locations as well?

A- The current provider is primarily online.

Q- Are physical samples with logo's required or are plain samples acceptable?

A- Plain samples are acceptable.

Q- Value of 20 points to past relationship with another proposer. For a lack of better words how would a new proposer create an extra credit value in this section?

A- Provide additional prior educational reference (look at scoring rubric).

Q- Can spirit shirts be silkscreened?

A- Yes, but we would need to look at the cost variation

Q- Can we add another column for pricing with different customization methods? In essence, one column for heat transfer, one for embroidery, one for silkscreen.

A- Pricing sheets can be duplicated, please write alternate specs in the designated space

Q- page 9 says rfp delivery January 28<sup>th</sup>

A- Typo, Correct dates will be in the Addendum, February 24 at 2pm

Q- Will Yes Prep families purchase all uniforms products directly from the selected vendor? What products, if any, will the school be purchasing in bulk?

A- Yes, YP families will purchase all uniform products directly from the selected vendor. If schools were to purchase items in bulk, it would be spirit shirts.

Q- Is the contract exclusive? Meaning, students will only be permitted to shop for products included in the RFP from the selected vendor?

A- YES for student uniforms only. No exclusivity for the staff and other student spirit wears, such as athletics etc.

Q- What products within the RFP are students required to purchase? Which are optional?

A- Students are required to buy the Polo Shirts as this is used every day in school and the Spirit T-Shirt as this is used for campus pride events. Sweaters/Jackets are also required as we do not allow outside sweaters on campus but students at times wear sweaters under their polo.

Q- On page 13 RFP notes that, "YES Prep reserves the right to purchase other spirit wear throughout the contract". Will said Spirit Wear be purchased from the chosen uniform vendor? If not, will the chosen vendor be given the opportunity to bid for those orders?

A- Ideally, we would like for all wear to come from the vendor, if for some reason the vendor cannot provide what is being asked for then we will look externally.

Q- On Page 13 RFP Mentions royalty payments but doesn't outline any royalty expectations. Does the school require a specific royalty fee? Or, is this at the discretion of submitting vendors to determine?

A- There is a royalty fee and it will be addressed in the addendum.

Q- Is it permitted for a single company to submit more than one RFP? For example, if vendor wanted to propose two distinct sets of products / services - would you rather we do this within a single RFP, or submit two separate documents?

A- Only one RFP package will be accepted, vendor can offer alternative offer in the same package. Pricing sheets cannot be duplicated for alternate specifications and offers.

Q- Do non-resident vendor laws require that the vendor's parent company be incorporated in Texas? Or, does a subsidiary LLC based in Texas meet the resident bidder requirement?

A- To comply with the non-resident vendor laws detailed in Chapter 2252 of the Texas Government Code, YES Prep must determine the residency of its vendors. See TEX. GOV'T CODE § 2252.001.and TEX. GOV'T CODE § 2252.003

Q- What has worked well with the current vendor?

A- our current provider complies with our "current" minimum requirements. New requirements and Specs are listed in the RFP.

Q- How many "Brick and Mortar's" are wanted since campuses are spread throughout Houston?

A- a "Brick and Mortar" or storefront location within a reasonable distance of the school is preferred.

Q- Why do you prefer "heat transfer" instead of screen print?

A- Any durable alternative print is acceptable (cost and durability are important variables)

Q- For spirit and staff shirts, since the images are different, what is the quantity per campus for heat transfer?

A- Enrollment projections are provided in the RFP vendor may calculate the estimated orders per campuses based on the data provided.

Q- For volume projected in 2021 school year, how much is it an increase over the school 2019/2020?

A- Enrollment projections are provided in the RFP vendor may calculate the estimated orders per campuses based on the data provided.

Q- Is Pre-Proposal Meeting Mandatory?

A- As its indicated the in the communications and the Legal Ad., YES

Q- Are the sales taxable?

A- Vendor's offer price does not include local sales tax. The vendor shall collect sales tax on all taxable sales. The purchase price is taxable, and sales tax should be collected at the time of the sale. Staff Spirit Shirts orders submitted by campuses and Home Office are tax exempt.

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Sincerely,

Kerem KUTUK  
Purchasing Manager  
Email: [procurement@yesprep.org](mailto:procurement@yesprep.org)

**Response & Acknowledgement of Addendum #1**

**Please acknowledge and respond following questions.**

- Royalty Fee (limited to the line items listed in the RFP package) is:

\$2,999 (fixed annually) + % ..... (0 (zero) or more at the discretion of submitting vendors) of Licensee's total gross sales per school year. (School year starts on July 1st and ends in June 30th)

*"Licensee shall not use YES Prep's trademarks in connection with or as part of merchandise that promotes or depicts alcoholic beverages; tobacco and smoking-related products; inherently dangerous products such as firearms, knives, and explosives; nudity or sexual activity; products related to gambling; and controlled substances and paraphernalia. Licensee shall not use the Marks in the production or sale of undergarments. Additionally, YES Prep's Marks may not be used in any way that discriminates against any person or group based on race, color, sex, age, national origin, disability, or religion."*

All other terms, conditions, and requirements of the original RFP remain the same at this time.

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND RETURNING WITH YOUR BID PACKAGE

COMPANY AUTHORIZED SIGNATURE:  
DATE:

NAME:  
COMPANY NAME:

\*\*\*\*\* END OF ADDENDUM #1 \*\*\*\*\*