



**SHAWNEE MISSION  
SCHOOL DISTRICT**

Contact information:

Shawnee Mission School District  
Purchasing Department  
8200 W. 71<sup>st</sup> Street  
Shawnee Mission, Kansas 66204

**ATTN: Reed Beebe**

**Please note that vendors may request a copy of  
this RFI in Word format by emailing  
[purchasing@smsd.org](mailto:purchasing@smsd.org).**

DATE: August 10, 2022 RFI NO. 22-025

RFI TITLE: **Graduation Items and Services**

Responses will be accepted until:

Date: **August 25, 2022**

Day: **Thursday**

Time: **11:00 a.m. CST**

**Terms, conditions, and specifications under which  
responses are requested are included. Please review  
thoroughly.**

**Introduction:**

The Shawnee Mission School District (“the District”) requests a written response to this Request for Information (“RFI”) for the purpose of obtaining information and gauging interest from qualified vendors interested in providing graduation items (rings, caps, tassels, honor cords, diplomas, stoles, invitations, etc.) and related services to the District and its students. **(Please note that for the purposes of this RFI, yearbooks are not considered graduation items for which the District is seeking product or service information.)**

This is a request for information only; this RFI is issued by the District solely for its information and planning purposes, and the RFI does not commit the District to contract for any supplies or services whatsoever. The District, at this time, is not seeking detailed proposals that outline specific pricing and terms and conditions, but the District may follow-up with select vendor(s) for such details as outlined below.

For its consideration, the District is seeking a variety of products and service solutions that can address the District’s needs, and its students’ needs. Although the District intends to follow-up with selected vendor(s) that offer products and services that are of interest to the District, with possible subsequent negotiation of a multi-year contract with the desired vendor(s), this RFI makes no guarantee of a contract award to any participating vendor.

All RFI responses shall be delivered, and shall adhere to the format, as further indicated herein. The District shall have the right to ask additional questions of – or request additional information from – responding vendors. The responses may, upon review by District staff, result in a qualified list of vendors for the items and services requested in this RFI; should this occur, finalists will be notified, and formal proposals will be

requested that include specific pricing and other terms and conditions for the District's consideration.

This RFI includes an overview of the District's current practices regarding the purchase of graduation items and related services.

### **Overview:**

The Shawnee Mission School District is located in suburban northeast Johnson County, Kansas, ten miles from downtown Kansas City, Missouri. The District is the third largest school district in the state of Kansas and is dedicated to guiding students to success.

Currently, approximately 26,500 students attend 34 elementary schools, five middle schools, and **six high schools** for a total of 45 schools.

The six high schools include the following locations:

- **Shawnee Mission East High School**, 7500 Mission Rd, Prairie Village, KS 66208
- **Shawnee Mission Horizons High School**, 5900 Lamar Avenue, Mission, KS 66202
- **Shawnee Mission North High School**, 7401 Johnson Dr, Overland Park, KS 66202
- **Shawnee Mission Northwest High School**, 12701 W 67th St, Shawnee, KS 66216
- **Shawnee Mission South High School**, 5800 W 107th St, Overland Park, KS 66207
- **Shawnee Mission West High School**, 8800 W 85th St, Overland Park, KS 66212

Approximately 2,500 students graduate from the District each year. Graduations currently occur in May of each year.

The District purchases diplomas (covers and inserts) for its graduates, but all other graduation items (rings, gowns, caps, etc.) are purchased by the students. Historically, each high school has selected the vendor to provide these graduation items and related services for its respective students.

**The District is interested in exploring whether selecting one vendor to provide these graduation items and services at all its high school locations on a multi-year basis (for example, a three or five-year service term commitment) would result in better and consistent pricing and service efficiency for the District and its students.**

Therefore, the objective of this RFI is for the District to:

- Learn about various graduation items and services that would be available to the District and its students.

- Learn about the resources and support services, including online ordering platforms, offered by vendors to help the District and its students select and purchase desired graduation items and services.
- Learn about the various payment options offered by vendors for the purchase of graduation items and services by the District and its students.
- Learn about the capacity of potential vendors to meet the needs and deadlines of the District and its students.
- Identify any potential savings or benefits to the District and its students should the District consolidate purchases with one vendor for a specified period.
- Follow-up with selected vendor(s) that offer graduation items and services of interest to the District, with possible subsequent negotiation of a multi-year service term at all high school locations.

### **RFI Response Requirements:**

Submitted responses should be limited to the sections and items identified below. The capacity of the respondent to make a complete and responsive presentation will be favorably considered.

### **Submittals should contain the following items:**

- A. **Letter of Interest:** Provide a brief letter expressing the respondent's interest and appropriate qualifications. The letter of interest should include the following information:
  - Title of this RFI (“**RFI 22-025: Graduation Items and Services**”);
  - Name and mailing address of respondent (including physical location, if mailing address is a P.O. Box);
  - Contact person, telephone number, and email.
- B. **Completion of Exhibit A Questionnaire:** Respond to the questions listed in **Exhibit A**. Please note that a Word copy of this RFI, including Exhibit A, can be requested by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org).
- C. **References:** Provide three (3) references for similar products/services provided within the last five (5) years, to school districts of similar size to the Shawnee Mission School District. Provide a brief description of the products and services provided. If a vendor is selected for subsequent negotiations, the vendor will be asked to provide specific reference contact names, addresses, and telephone numbers that can provide feedback on the proposed products and services.

### **Response Submittal Instructions:**

Responses shall be submitted no later than the time and date indicated herein. Responses submitted to a location or individual other than that listed below will not be considered duly delivered or timely. The District shall not be responsible for re-routing responses

delivered to a person or location other than that specified below. Late response submittals shall not be accepted or considered. All responses, whether accepted or rejected, shall become the property of the District and will not be returned. The District reserves the right to waive minor defects and/or irregularities in response submittals and shall be the sole judge of the materiality of any such defect or irregularity. The District reserves the right to seek additional responses if the received responses are deemed unsatisfactory. All costs associated with response preparation shall be borne by the respondent.

Responses to the RFI shall be emailed to [purchasing@smsd.org](mailto:purchasing@smsd.org); all such emailed responses should use the subject heading “**RFI 22-025 – Graduation Items and Services.**” Responses must be received no later than **11:00 a.m. CST, Thursday, August 25, 2022.**

Please note as you submit your proposal by email, the District must **receive** the email no later than **11:00 a.m. CST on August 25, 2022.**

Additional feedback or questions may be addressed by the contact below:

Reed Beebe  
Shawnee Mission School District  
8200 W. 71<sup>st</sup> Street  
Shawnee Mission, KS 66204  
913-993-6475  
[purchasing@smsd.org](mailto:purchasing@smsd.org)

All questions concerning this RFI must be received no later than **Wednesday, August 17, 2022 by 4:00 p.m. CST.** The District will address questions via addenda (see “**Addenda/Cancellation**” below); it is currently anticipated that any applicable addenda will be issued by **Thursday, August 18, 2022 by 4:00 p.m. CST.**

**Response Availability:**

Responses received by the District will not be open to public review, nor disclosed to unauthorized persons, prior to award of a contract. After award of a contract, or a decision to make no contract award, by the District, all responses shall be open to public inspection, with the exception of information designated as confidential, to the extent that such confidential information may be exempt from public inspection as allowable by law.

**Addenda/Cancellation:**

The District may modify or cancel this RFI at any time prior to the RFI due date by issuance of an Addendum or Cancellation. Such Addenda and/or Cancellations will be posted on the District’s website, currently: [smsd.org](http://smsd.org) (Go to **About; Department Teams; Purchasing & Bidding; Bids & Bid Summaries View Page.**

**Selection Criteria:**

The District intends to choose one (1) to three (3) highly qualified vendors considered best qualified and capable of providing /performing the desired products/services outlined in this RFI and, if desired, attempt further negotiation with the goal of executing a final contract with the selected vendor. However, the District reserves the right to not make a contract award, to make a partial contract award, or to make a multiple vendor contract award, at its sole discretion, through this RFI process.

The following criteria will be used by the District to evaluate the RFI responses:

- The response's adequacy in providing the desired information outlined in this RFI (5 points);
- The products and services, including general customer service practices, implementation of accounts, online ordering resources, and sustained services, offered by the respondent's proposed products and services in relation to the District's needs (50 points);
- The desirability of the proposed pricing/cost model(s) in relation to the District's needs (15 points);
- The respondent's experience and qualifications in providing the products and services desired by the District (10 points).
- The respondent's capacity (staffing, inventory, supply sourcing, etc.) to meet the needs of the District's and its students (20 points).

**Confidentiality of Respondent Information:**

Any proprietary information furnished by a respondent to the District that is designated confidential shall be treated as confidential to the District as allowable by law.

**Confidentiality of District Information:**

Respondent acknowledges that any information provided by or obtained from the District in connection with this RFI is the sole property of the District and must be treated as confidential, and that this confidential information is not to be used for any purpose other than replying to this RFI, and that this confidential information must not be disclosed without the prior written authorization of the District, and, if applicable, that this confidential information must be returned to the District immediately upon the request of the District.

**Pricing/Cost Model Information for General Information Purposes Only:**

Any pricing/cost model information provided by respondents is for general information purposes and is not intended to be binding on respondents. Any legally binding pricing or purchasing commitments will be established only when specified by the express terms of a subsequent bid or negotiation process, or where established through the execution of a written agreement.

The District understands that specific pricing will be determined by the products, services, and quantities selected by the District and its students, and at this time the District is interested in information regarding general pricing structure options, not a finalized price quote.

**Information in RFI Only an Estimate:**

The District and its representatives make no representations, warranty, or guarantee as to the accuracy of the information contained in the RFI or issued via addenda. Any quantities or data contained in this RFI or related addenda are good-faith estimates provided only as general background information.

**Governing Law:**

It is understood and agreed that the construction and interpretation of this RFI and related addenda shall be governed by the laws of the State of Kansas.

**EXHIBIT A: QUESTIONNAIRE**

Please respond to the questions below; a Word copy of the RFI, including Exhibit A, can be requested by emailing [purchasing@smsd.org](mailto:purchasing@smsd.org). In addition to completing this questionnaire, please provide a letter of interest and references, as outlined on page 3 of this RFI.

1. Please discuss your firm's experience and qualifications with providing graduation items and services to school districts. Please include information regarding your firm's years of operation and service to school districts of similar size to the Shawnee Mission School District, as well as general information about your staffing size.
2. Assuming a graduation date in May of each year, discuss the general timeline utilized by your firm to initiate an account with a school location and meet all ordering deadlines so that all items and services are provided by the needed dates.
3. Discuss the role of your firm's sales team in advising staff and students regarding available products and services, and the deadlines for placing orders.
4. Please discuss online resources (catalog, website, etc.) for providing product and service information, and for placing orders. Please provide links to any ordering platform or catalog resource.
5. Please discuss payment options or models that would be available to the District and its students. What deposit amounts, if any, are required, and what payment installment plans, if any, are available?
6. Please discuss your firm's ability to provide continuity of sales support. For example, what is the average number of years a sales representative from your firm typically services an account? How promptly would a new sales representative be introduced should a replacement need to occur, and what level of experience (in terms of years of service) would your sales representative typically have for an account of the District's size?
7. Given current market conditions, supply chain and sourcing challenges are not uncommon. Given the importance of having graduation items and services provided on schedule, how does your firm ensure that all ordered items and services can be provided by any needed deadline? Please discuss your firm's access to available inventory and supply resources.
8. Should the District choose your firm to provide graduation items and services for all its high school locations for a specified period, would the District and its students receive any discounts or other benefits from such an arrangement? If so, please elaborate.

9. Is there any additional information about your firm and its capabilities in meeting the needs of the District and its students, not addressed in the questions above, that you would like to share? You are welcome to submit any additional information materials (brochures, etc.) that you think may be of interest to the District.