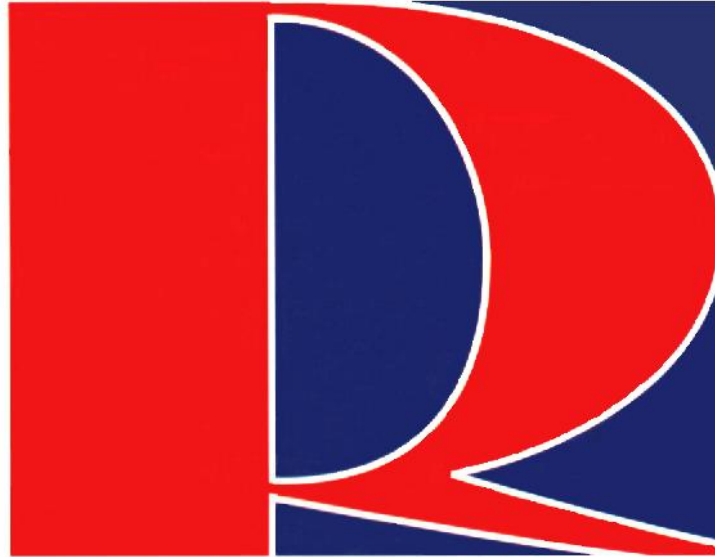


REQUEST FOR PROPOSAL



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

**FOR
Graduation Products
(Class Rings, Caps & Gowns, Announcements)**

TO BEGIN: 2023-2024

Submittal Deadline: May 24, 2022

RAYTOWN C-2 SCHOOL DISTRICT
6608 Raytown Road
Raytown, MO 64133
816-268-7000

REQUEST FOR PROPOSAL

Graduation Products

Purpose

The Raytown C-2 School District is seeking a company to provide class rings, caps & gowns and graduation announcements for Raytown High School, Raytown South High School and Raytown Success Academy beginning with the graduating class of 2024. This RFP is for a period of one year but may be reviewed and renewed by the District for up to an additional four (4) years following the initial bid year.

The RFP response must include:

- Class Rings
- Graduation Caps & Gowns
- Graduation Announcements

Proposal Guidelines

RESPONSE DEADLINE:

To be postmarked *on or before April 4, 2022* by Mail delivery to the following address:

Raytown Quality Schools
Attn: Victoria Denney
10750 E. 350 Highway
Raytown, Missouri 64138

OR

Electronically to the following email address: victoria.denney@raytownschools.org

AWARD:

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of evaluation factors included in the RFP, including price, if so stated in the proposal. Negotiations shall be conducted with the company so selected. Price shall be considered, but not be the sole determining factor. The District reserves the right to accept the proposal of any firm to be in the best interest of the District and the right to reject any and/or all proposals.

GENERAL GRADUATION INFORMATION:

- Graduation is held in May of each school year, with dates determined by the Board of Education.
- The District makes no guarantee of a specific amount of products to be purchased under this RFP.
- The District currently operates Raytown High School, Raytown South High School and Raytown Success Academy, with approximately 3,000 high school students.

SCOPE OF SERVICES:

- The awarded vendor shall be responsible for taking orders, delivering orders, and collecting funds.
- The awarded vendor shall provide experienced representatives who work on a regular basis with school personnel to answer questions regarding production or financial matters pertaining to the services required.
- The awarded vendor shall meet with the Principal or authorized representative to review requirements and establish deadlines.
- The awarded vendor shall offer online service capabilities.
- Principals shall have the authority to negotiate changes to specific items to be offered. All such items will be defined in writing and signed by the principals and the authorized representative of the awarded vendor.
- Sales of items directly to students/parents by the awarded vendor are subject to sales tax and the awarded vendor is solely responsible for collection and remittance of sales tax.
- **Customer Service:**
 - A representative must be able to meet with class officers and administration to determine needs of each building
 - A representative must be able to conduct an assembly during the school day, conduct an informational meeting in the evening, and be available for multiple lunch visits. Must be flexible during instructional time in the buildings.
 - Attend both graduation ceremonies to assist with last minute cap & gown issues
 - Courteous and prompt service to students, families and staff with all issues for products
- **Rings:**
 - should be available in customizable options
 - provide free annual ring cleaning services at the buildings
 - include a manufacturer's printed guarantee/warranty.
- **Graduation Caps & Gowns shall include but not be limited to:**
 - should be available in a variety of sizes
 - both cap & gown must be of excellent material quality
 - caps, tassels, ropes, stoles and gowns available in school's choice of colors
- **Graduation Announcements:**
 - Paper, finish, color and text style shall be the school's choice
 - Any error on part of the awarded vendor shall be corrected and promptly replaced at no charge
 - Printed materials offered will include but not limited to: announcements, name cards, envelopes, and onionskins
 - Each order shall be individually packaged and labeled according to each student's order
 - Awarded vendor is solely responsible for distribution of all orders

COST:

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of evaluation factors included in the Request for Proposal (RFP), including price, if so stated in the proposal. Negotiations shall be conducted with the selected company. Price shall be considered, but not be the sole determining factor.

INSTRUCTIONS:

The instructions apply to all proposals and become a part of the terms and conditions of the resulting contract, unless proposer takes exception in writing when submitting.

LATE PROPOSALS:

Proposals must be in the Purchasing Office prior to the closing date and time. LATE PROPOSALS WILL NOT BE ACCEPTED for any reason. It is the sole responsibility of the proposer to ensure timely delivery of the proposal.

ACCEPTANCE:

The right is reserved to accept or reject any or all of the proposals, waive minor technicalities, and to accept the proposal most advantageous to the District.

AUTHORIZED SIGNATURE:

By signing and submitting a proposal, the proposer certifies and represents to the District that the proposer has not proposed, conferred, or agreed to confer any pecuniary benefit or other thing of value for the receipt of special treatment, advantage, information, recipient’s decision, opinion, recommendation, vote or any other exercise or discretion concerning this proposal. Proposals must show vendor name and address and be manually signed. Failure to do so will disqualify the proposal. Person signing proposal must show title or AUTHORITY TO BIND HIS/HER FIRM IN A CONTRACT.

FACSIMILE:

The District will NOT accept faxed proposals.

PROPRIETARY INFORMATION:

All material submitted to the School District becomes public property and is subject to the Missouri Sunshine Law. Specific proposal information is not shared with others until after the approval and the issuance of a contract by the Board of Education.

RESERVATIONS:

The District expressly reserves the right to:

- Specify approximate quantities;
- Extend the opening date and time;
- Consider and accept alternate proposals, as most advantageous to the District;
- Waive any informality, minor deviations from specifications,
- Waive any minor informality in any proposal or procedure,
- Add additional terms or modify existing terms,
- Reject any proposal because of unbalance unit prices,
- Reject or cancel any or all proposals,
- Reissue any proposal; and/or
- Procure any item by other means.

SPECIFICATIONS/SAMPLES:

Any catalog, brand name or manufacturer’s reference in the specifications are descriptive NOT restrictive, and are used to indicate type and quality level desired. Proposals on brands of like nature and quality may be considered unless specifically excluded. If proposing on other than reference or specifications, proposal must show manufacturer, brand, trade name, catalog and/or lot number, etc. on article proposed and certify that article proposed is equivalent to specifications. Samples will be returned to the proposer if requested, at the proposer’s expense, or by be picked up after August 1, 2022. Each sample must be marked with the proposer’s name and address. **SAMPLES SHOULD BE ENCLOSED WITH THE RFP.**

TAXES:

The Raytown School District is exempt from Missouri State Sales tax. TAX MUST NOT BE INCLUDED IN PROPOSAL. A tax exemption certificate will be executed by the Purchasing Department upon request.

DATA SECURITY GUIDELINES:

- Company must include their Data Governance Policies and Procedures.
- Company must provide a certification of Cybersecurity/Data Breach and Cyber Malpractice Insurance.
- Company must provide acknowledgement of District Data Governance policies and requirement. Due to individual vendor processes and procedures, data governance expectations will be discussed during contract refinement. At a minimum, the final contract shall include the following data governance expectations:
 1. The district owns all employee/district data that is shared, collected and/or generated through use of the system
 2. Access to and use of district data is limited only to those that need to have access to perform required support of the system
 3. District data cannot be used for marketing, advertising or data mining, or shared with 3rd parties unless allowed by law and authorized by the district
 4. Vendor must disclose where and how confidential or critical information will be stored and ensure that all district information will only be stored on servers in the United States
 5. All data will be maintained in a secure manner and appropriate technical, physical and administrative safeguards are in place to protect the data
 6. Vendor must disclose how and when data will be destroyed
 7. In the event that the district and/or vendor terminates services, all data must be provided to the district in an agreed upon method and all data stored on vendor systems must be de-identified and/or deleted
 8. In the event of a data breach, vendor must immediately notify the district and assume liability of district costs resulting from the breach
 9. Vendor will ensure encrypted method of all data transactions with the district
 10. All employee data portals are secured through the use of verified digital certificates
 11. A data inventory and/or dictionary must be provided to the district Chief Information Officer
 12. Vendor must be COPPA compliant and cannot require direct parental consent. The district can, and will, consent on behalf of parents.
 13. Vendor will only use identifiable district data to fulfill obligations under the contract and for no other purposes.

General District Information**Student Population:**

The Raytown C-2 School District's enrollment is approximately 8,500 students Pre-Kindergarten through grade 12. There are three primary diverse populations: African American (49%), Caucasian (28%), and Hispanic (13%). The free and reduced lunch rate for the District is 65% with a mobility rate of approximately 20%. Currently, 15% of students receive special educational services.

Facilities/Technology Availability:

The district has a total of 2 high schools, 3 middle schools, 10 elementary schools, 2 pre-k schools, 1 career center, 1 school for students with exceptional needs, and 1 alternative school. The district provides students with access to the following technology devices for use in curricular activities: laptops with the Windows operating system for each student in grades 9-12, Chromebooks for all students in grades 6-8 and class sets of

Chromebooks for elementary students grades 2-5. Students in K-1 are 3:1 with Chromebooks. The district also continues to move toward the use of web-based applications. All certified district staff has Windows 7 laptops as well as SMART Boards (or interactive whiteboard). All district buildings have complete wireless coverage.

Instructional staff:

The certificated staff is diverse in years of service and level of education with the average years of teaching experience at approximately 11 years. Approximately 57% of certificated staff hold a Master’s degree or advanced Master’s degree(s). It is necessary to provide a curricular resource that differentiates instructional strategies and techniques that will support the novice teacher as well as provide a menu of options for the veteran teacher.

Additional information on the District may be obtained by visiting the District’s web site at www.raytownschools.org, and visiting the Department of Elementary and Secondary Education at www.dese.state.us.mo and reviewing school data and statistics.

Finances:

The contract award under this RFP is contingent upon a final purchase payment after July 1, 2022, the new fiscal year for Raytown School District.

Information Requested

1. Agency/Personnel Information:

A. Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.

B. Provide a list of all personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and a summary of each person’s duties and responsibilities on the account.

2. School District Experience:

A. Provide a list of school districts in the state of Missouri, and specifically in the Kansas City area, for whom your company has been awarded a full Graduation Products contract: (1) the name of the contact person with the district and their telephone number; (2) the names of those districts for whom your company has been awarded other instructional programs.

B. Provide the same information for districts outside the state of Missouri and, as additional information, include in your response the size of each such district by student and staff population.

ACKNOWLEDGMENT

By signing this Acknowledgement, the Company is hereby agreeing to the terms and expectations outlined in this proposal package.

Signature _____

Print Name _____

Title _____

Entity Name _____

Date _____

INFORMATION REQUESTED (see attachments)

1. **Company/Agency Information:** Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed.
2. **List of All Personnel** who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.
3. **School District Experience:** Provide the attached list of company references within Missouri and/or any state.

Class Rings, Caps & Gowns, and Graduation Announcements RFP

RFP Attachment #1

Company/Agency Information: Identify the name of the company or agency submitting this response and state the address of the business location from which the District account will be managed. This will be considered your company/agency approval for the RFP submittal information included as attachments.

I {We} are proposing in accordance with the general conditions and established specifications.

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

FEDERAL TAX ID #: _____

WEB SITE: _____

ADDITIONAL INFORMATION: _____

AUTHORIZED NAME: _____

Print/Typed

AUTHORIZED SIGNATURE: _____

Signed

DATE: _____

Class Rings, Caps & Gowns, and Graduation Announcements RFP

Attachment #2

List of All Personnel who will be working on the District account, including the primary contact person, and include the business location of each person, and summary of each person's duties and responsibilities on the account.

Proposer's Name: _____

Proposer's Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibility: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Class Rings, Caps & Gowns, and Graduation Announcements RFP

Attachment #3

School District Experience: Provide the attached list of company references within Missouri and/or any state. If no school district experience is available, please provide company references.

#1 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#2 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____

#3 SCHOOL NAME _____

ADDRESS _____

CITY, STATE ZIP _____

CONTACT _____

PHONE _____ FAX _____

EMAIL _____

TIME WORKED _____