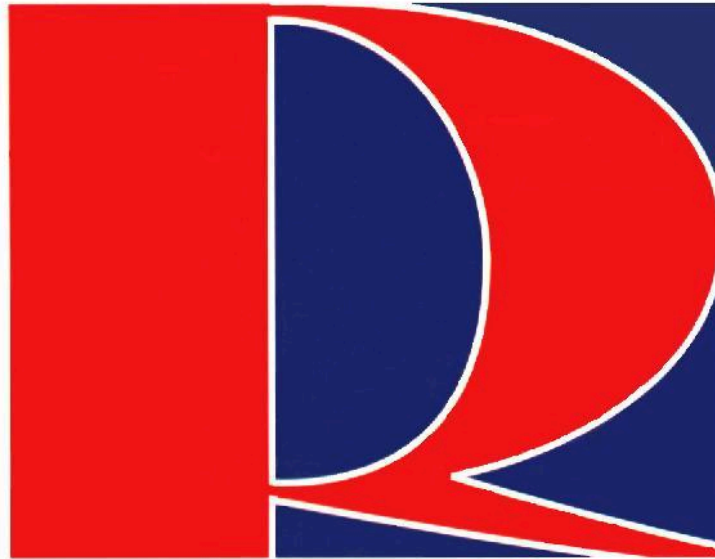


REQUEST FOR PROPOSAL



**RAYTOWN
QUALITY
SCHOOLS**
Expect the Exceptional

**FOR
Choir Robes**

TO BEGIN: 1/14/25

Submittal Deadline: 1/28/25

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

REQUEST FOR PROPOSAL

Choir Robes

Purpose

The Raytown C-2 School District is seeking a set of 130 choir robes for the Raytown South High School choir department.

Proposal Guidelines

Response:

The Raytown C-2 School District requires a new set of choir robes to replace our current robes that have deteriorated significantly over the past two decades.

Cost:

Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the 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 need not be the sole determining factor. While we are not holding any company to a “not to exceed” amount, we do expect the company to be specific as to cost per item(s) and supports and to justify the expense of such items and supports.

Response Deadline:

To be postmarked *on or before* Tuesday, 1/28/25 by mail delivery to the following address:

Raytown Quality Schools
Attn: Cheryl Dernier
10750 E. State Rte. 350
Raytown, Missouri 64138

OR

Electronically to the following email address: cheryl.dernier@raytownschools.org

Selection Criteria:

The district is seeking new choir robes for Raytown South High Schools.

The robes should meet the following specifications:

- The robes should be manufactured by a reputable manufacturer who is dedicated to quality craftsmanship in their robes.
- We seek a bid that includes 130 choir robes.
The robes must be black, with red accents under the sleeves, in a “v-neck” style. Each robe should also come with a dual-sided stole. One side should be black with the “Cardinal Head” logo, and the other side should be red and have the school initials (RSHS) in black font. The black side of the stole should have a red border. Contact Alex Kolster (alex.kolster@raytownschools.org) for high resolution images of the school logo.
- The bid must include delivery. Robes should arrive in protective plastic garment bags (may be disposable) and hangers.
- The bid should be accompanied by a mock-up of the

The following specifications are *preferred*, but not required:

- The robes should be made of black poplin fabric.
- Inner lining of the robes should be satin.
- Stoles should be made of poplin fabric, with the red side made of satin, as well as the red borders on the black side.

Award:

Selection shall be issued to the company meeting the global needs of the students in the Raytown School District. Award shall be made to the company meeting the established selection criteria and containing the most progressive technological components established within the negotiated price. Selection shall be made of the company deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the RFP, including price. Negotiations shall be conducted with the company selected and may include necessary changes to the company’s Terms of Use and Privacy Policy for the digital learning components of the resource including third party components to ensure alignment with District's data security guidelines. Price shall be considered, but need not be the sole determining factor.

The District will withhold 20% from the final payment as retainage until all online services are fully functional, as written in the proposal, in the educational setting.

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.

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:

Raytown School District will prefer delivery of product on or before April 1st, 2025, but will work with selected vendor to confirm official dates upon selection.

Information Requested

1. Product Specifications

A. Provide detailed specifications of the robes, and note any differences between the specifications of the product being offered and the preferred specifications listed in the RFP.

2. 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.

3.. School District Experience:

A. Provide a list of school districts in the state of Missouri, or in the Kansas City metro area, for whom your company has been awarded a choir robe 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 _____

Choir Robes 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 include 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 SIGNATURE: _____

Print/Typed

AUTHORIZED SIGNATURE: _____

Signed

DATE: _____

Choir Robes 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/Responsibiliy: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibiliy: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Contact Person: _____

Title/Responsibiliy: _____

Phone: _____ E-Mail: _____

Cell: _____ Fax: _____

Choir Robes RFP

Attachment #3

School District Experience: Provide the attached list of company references within Missouri with an emphasis on the Kansas City area and/or any state.

#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 _____