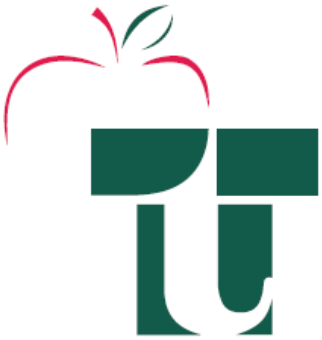


Tigard Tualatin School District 23J

REQUEST FOR PROPOSAL

ATHLETIC UNIFORMS, APPAREL, ATHLETIC EQUIPMENT & RELATED SERVICES

RFP 2026-27-ATH-01

Proposals Due No Later Than 2:00 p.m. on October 19, 2026

Tigard-Tualatin School District 23J
6960 SW Sandburg Street
Tigard, OR 97223
Telephone: (503) 431-4000

GENERAL INFORMATION

Tigard-Tualatin School District 23J, hereafter known as "TTSD" or "the District", is accepting written proposals from qualified and experienced vendors to provide athletic uniforms, apparel, athletic equipment and related services.

The intent of this Request for Proposal (RFP) is to establish a contract with a cost-effective, service-oriented vendor capable of meeting the athletic uniforms, apparel, athletic equipment and related services needs for Tigard High School, Tualatin High School and other schools and athletic programs within the Tigard-Tualatin School District (TTSD). The successful Proposer will be expected to provide quality products, competitive pricing, reliable ordering and fulfillment services, customization options, and timely delivery.

Products and services may include, but are not limited to:

- Team and Competition uniforms
- Practice gear and apparel
- Warm-ups, travel apparel, and sweats
- Coaching and District apparel, including shorts, pants, polo shirts, jackets, and hats
- Travel bags, backpacks, and duffel bags
- Athletic equipment and accessories
- Athletic footwear, including competition, as applicable
- Screen printing, embroidery, and other customization services
- Other related athletic uniforms, apparel, equipment, and services

The successful Proposer must be capable of providing a broad range of sizes, fits, and styles for athletic uniforms and apparel, including men's and women's options and extended sizes.

The District intends to award this contract to a single vendor. It is often necessary for the District to obtain materials in a timely manner, meet specific sport issues, and have the availability of specialized athletic uniforms and apparel with competitive pricing. The successful Proposer will demonstrate its ability to furnish and provide athletic uniforms, apparel and equipment for TTSD's high school athletes and coaches/staff in the following sports: Football, Men's and Women's Soccer, Men's and Women's Cross Country, Men's and Women's Volleyball, Men's and Women's Basketball, Baseball, Softball, Men's and Women's Track and Field, Women's Flag Football, Men's and Women's Tennis, Men's and Women's Golf and Unified Sports.

The Tigard-Tualatin School District Purchasing Office must receive proposals by **2:00 p.m. on Monday, October 19, 2026.** Proposals shall be emailed to jhenriquez@ttsd.k12.or.us clearly marked or mailed to the following address:

Tigard-Tualatin School District 23J
Attn: Jackie Henriquez, Senior Purchasing Specialist
RFP 2026-27-ATH-01
Athletic Uniforms, Apparel, Athletic Equipment & Related Services
6960 SW Sandburg Street
Tigard, OR 97223

It is the proposer's responsibility to confirm the proposal was received. Proposals shall be firm and valid for a period of sixty (60) days following the Closing date. Proposers may not modify or withdraw their proposals during this period without the District's written consent. If a proposal has not been accepted by the District within sixty (60) days following the Closing date, the proposer may withdraw its proposal.

The District will award the Contract to the responsible Proposer whose Proposal is determined to be the most advantageous to the District based on the evaluation criteria set forth in this RFP. The District reserves the right to reject any or all proposals and to waive minor informalities or irregularities, as permitted by applicable law and District procurement rules.

All Proposers must provide the information requested in the Proposal Submission Requirements section of this RFP. Failure to provide required information may result in the proposal being deemed nonresponsive and disqualified from further consideration.

ADDENDA

The District shall make interpretations, corrections, or changes to the RFP Documents in writing through published Addenda. Any changes or Addenda to this solicitation will be posted on the Tigard-Tualatin School District (TTSD) website at Open Request for Proposal(s) - Tigard-Tualatin School District 23J Proposers are responsible for checking the District's website for Addenda and incorporating all Addenda into their Proposals. Failure to acknowledge all Addenda may result in the Proposal being deemed nonresponsive.

SOLICITATION PROTESTS AND REQUESTS FOR CHANGE

A prospective Proposer may submit a written protest of the RFP or request for change in accordance with OAR 137-047-0730. Any protest of the RFP or request for change must be received by the District no later than the deadline identified in the RFP Timeline.

The written protest or request must identify the specific provision being protested or requested to be changed, the grounds for the protest or request, supporting information or documentation, and the proposed change or relief requested.

All solicitation protests and requests for change must be submitted in writing to Jackie Henriquez, Senior Purchasing Specialist, at jhenriquez@ttsd.k12.or.us.

PROTEST OF INTENT TO AWARD

Proposers may submit a written protest of the District's Notice of Intent to Award in accordance with OAR 137-047-0740 and ORS 279B.410. Any protest must be received by the District within seven (7) calendar days following issuance of the Notice of Intent to Award.

Protests must clearly identify the grounds upon which the protest is based and provide sufficient information and supporting documentation for the District to evaluate the protest. Grounds for protest are limited to those permitted by applicable Oregon law and procurement rules, including allegations that the District failed to evaluate proposals in accordance with the criteria or procedures established in this RFP. Disagreement with the professional judgement or scoring of individual evaluators, by itself, is not sufficient grounds for protest.

Protests must be submitted via email by the deadline stated in the Notice of Intent to Award, and must include the following:

Tigard-Tualatin School District 23J
Attn: Jackie Henriquez, Senior Purchasing Specialist
RFP 2026-27-ATH-01 – Protest of Intent to Award
Email: jhenriquez@ttsd.k12.or.us
Subject Line: Protest – RFP 2026-27-ATH-01

CONTACT DURING SOLICITATION

All questions and communications regarding this RFP must be submitted in writing via email to Jackie Henriquez, Senior Purchasing Specialist, at jhenriquez@ttsd.k12.or.us. Proposers shall not contact other District employees, Board members, or representatives regarding this solicitation during the solicitation process unless specifically authorized by the District.

Unauthorized contact regarding this solicitation may result in rejection of a Proposer's Proposal. **Only information provided by the District through a written Addendum shall be considered official and binding.** Verbal responses or other communications shall not modify the requirements of this RFP.

RFP TIMELINE

RFP Advertisement/Issue Date	October 2, 2026
Questions, Protests & Requests for Change Due	October 9, 2026, by 2:00 p.m.
Final Addendum/District Responses	October 14, 2026
Proposal Due Date/Closing	October 19, 2026, by 2:00 p.m.
Interviews, if needed	October 23, 2026
Notice of Intent to Award	October 26, 2026
Award Protest Period Ends	November 2, 2026
Anticipated Board Approval	November 9, 2026
Anticipated Contract Execution	Following Board Approval

PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following information:

1. **Company Profile, Experience & Capacity:**
   Provide a detailed description of the Proposer's qualifications and experience providing athletic uniforms, apparel, equipment, and related services, particularly for school districts or similar organizations. Describe the Proposer's capacity to perform the services required by this RFP, including available facilities, resources, and qualified personnel.
   References: Provide a minimum of three (3) references from school districts or similar organizations for which the Proposer has provided comparable athletic uniforms, apparel, equipment, or related services. Include the organization name, contact person, telephone number, email address, and a brief description of the goods and services provided.

2. **Price/Cost Structure:**
   - Describe how your company plans to provide athletic uniform, apparel, athletic equipment, and related products to the District's teams, coaches and athletics support personnel for high school Football, Men's and Women's Soccer, Men's and Women's Cross Country, Men's and Women's Volleyball, Men's and Women's Basketball, Baseball, Softball, Men's and Women's Track and Field, Women's Flag Football, Men's and Women's Tennis, Men's and Women's Golf and Unified Sports. Include information on how such items would be priced and discounted from the current manufacturer's list price. Include any percentage product rebate of the total of each contract year's purchases of team uniforms and apparel.
   - Provide information, specifications, catalog(s) and price schedules relating to the company products and product lines and describe how the District will obtain such products. Include information relating to delivery time and shipping for routine and emergency products, delivery costs (if any), return policies including re-stocking and any applicable fee, minimum orders, warranties, and information on any additional costs.

- Verify that the company is capable of and experienced with providing the District with custom screen printing and/or embroidery services. Provide any minimum order or quantity requirements, pricing information, and standard turnaround times from order approval to completion for screen printing and embroidery orders.
- Be able to provide custom items, or products fashioned to the District's specification, that could have sport specific production periods. The vendor shall identify minimum quantity orders for custom item orders. The vendor must specify in the proposal the ordering and delivery timelines for such items.

3. Uniform Program Scenario Pricing:

To provide the District with a consistent basis for evaluating proposed pricing and uniform replacement programs, Proposers shall complete the **Scenario Pricing Template** included as Attachment 1 to this RFP. Each scenario will be evaluated and scored separately. The District reserves the right to determine which uniform replacement approach, if any, will be implemented under the resulting Contract.

The sports, uniform items and quantities identified in the pricing tables are provided for evaluation and comparison purposes only and do not represent guaranteed purchase quantities or expenditures by the District.

Scenario 1 - Year One Full Uniform Replacement with Replacement Cycle/Rotation: Provide pricing for a full replacement of the District-identified team uniforms during Year One of the Contract, followed by cyclical uniform replacement in subsequent years according to the schedule below. Proposer shall provide all requested pricing information, including proposed unit pricing, customization costs, freight or delivery charges, other applicable costs, discounts, rebates, credits, product allowances, incentives, and other applicable financial benefits.

Contract Year(s)	**Uniform Replacement**
Year 1	Full Replacement
Year 2	None
Year 3	½ of Sports
Year 4	½ of Sports
Year 5	⅓ of Sports

Scenario 2 - Uniform Replacement Cycle/Rotation: Provide pricing and a proposed replacement plan based on the District maintaining usable uniforms currently on hand and replacing team uniforms through a phased rotation cycle. Proposers shall identify the proposed replacement year for each applicable team or uniform item and provide all requested pricing, discounts, rebates, credits, product allowances, incentives, and other applicable financial benefits. Proposers shall also provide the rationale or assumptions used in developing the proposed rotation schedule.

Proposers shall clearly identify any assumptions, exclusions, minimum order requirements, purchasing commitments, customization charges, freight or delivery charges, or other conditions associated with the pricing provided under either scenario. Additional pricing, discounts, rebates, credits, product allowances, incentives, and other applicable financial benefits shall be identified in the applicable sections of the Scenario Pricing Template.

4. Ordering, Fulfillment & Lead Times:

- Describe the ordering process available to the District, including online ordering capabilities and account management support.
- Provide standard lead times for in-stock, customized, and special-order products.
- Describe the company's order fulfillment and delivery capabilities, including the ability to accommodate seasonal, time-sensitive or expedited orders.
- Describe how product availability, backorders, discontinued items, and substitutions are communicated and managed.
- Describe the customer service and support available to District schools and authorized staff, including the process for resolving order, delivery or product issues.

5. Value Added Options:

- Provide details regarding whether the Proposer provides product support for community events and special District athletic events, such as "Green and Crimson" contests where the two District high schools compete against each other.
- List any additional benefits that the Proposer would be willing to provide to the District's athletics programs and District as a whole.
- Describe any additional products, services, financial incentives, promotional items, program support, community support, or other benefits the Proposer would provide to the District, including but not limited to transition support, annual product allocations, uniforms, coaching apparel, equipment, accessories, postseason support, middle school athletics, activities, student programs, branding, team stores, fundraising and High School Unified Sports, community events.
- Proposers are encouraged to identify creative or unique partnership opportunities that may provide additional value to the District. Proposers should identify the value of any proposed benefit when possible and clearly identify any conditions, limitations, or requirements associated with receiving the benefit.

6. Contract Template:

Proposer shall include with its Proposal a copy of its proposed contract template, including any standard terms and conditions applicable to the products and services offered. The proposed contract template will be subject to review and negotiation by the District and will not be binding upon the District unless and until incorporated into a final contract executed by both parties. The District reserves the right to require modifications necessary to comply with applicable law, District requirements, and the terms of this RFP.

All proposers must include a point-by-point response to the specific information requested in this section. Failure to provide required information may result in the Proposal being deemed nonresponsive. The District reserves the right to request additional information or clarification from a Proposer as necessary to evaluate its Proposal.

SELECTION PROCESS:

Cost will be an important factor in the selection of the successful Proposer; however, the District will also consider the ability of each Proposer to meet the varied needs of the District's athletic programs. This includes the ability to provide quality athletic uniforms, apparel, and equipment at competitive pricing; meet required delivery timelines; provide specialized products and customization service; and effectively support the District's ordering and fulfillment needs.

Proposals will be evaluated based on the following weighted criteria:

- **Company Profile (20 Points)**
  - Overall qualifications and capacity to provide the products and services requested in the RFP.
  - Quality, selection, and variety of products offered.
  - Experience with providing athletic uniforms, apparel, equipment and related services to school districts or similar organizations.
  - References and reputation.

- **Cost Structure (45 Points)**

  Scenario 1 - Year One Full Uniform Replacement with Replacement Cycle/Rotation (20 Points): Proposed pricing and overall cost structure for the Year One full uniform replacement and subsequent cyclical replacement schedule, including applicable discounts, rebates, credits, allowances, incentives, customization costs, freight/delivery costs, and other applicable costs or financial benefits.

  Scenario 2 - Uniform Replacement Cycle/Rotation (20 Points): Proposed pricing and overall cost structure for the phased replacement program, including the proposed replacement cycle and applicable discounts, rebates, credits, allowances, incentives, customization costs, freight/delivery costs, and other applicable costs or financial benefits.

  Other Pricing Terms - (5 Points): Restocking fees, minimum order requirements, warranties, pricing terms, and other applicable costs, fees or conditions.

  Cost Scoring Methodology:
  For each Scenario Pricing category, the responsive Proposal with the lowest evaluated cost will receive the maximum points available for the category. All other responsive Proposals will receive proportionately fewer points based on the following formula:
  (Lowest Evaluated Cost ÷ Proposer's Evaluated Cost) x Maximum Points Available = Cost Score

  Other Pricing Terms will be evaluated comparatively based on the overall value and favorability of the pricing terms offered to the District.

- **Ordering, Fulfillment & Lead Times (15 Points)**
  - Ordering process and ease of use.
  - Standard and customized product lead times.
  - Order fulfillment and delivery capabilities.
  - Product availability, backorder management, substitutions, and customer service/support.
  - Ability to accommodate seasonal, time-sensitive, or expedited orders.

- **Value Added Options (20 Points)**
  - Additional benefits, resources, services, product allowances, program support, and other value-added opportunities offered to the District. Financial benefits already evaluated under Cost Structure will not receive duplicate scoring under this category.

Total Possible Points: 100

The District reserves the right to cancel this RFP or reject any or all Proposals when cancellation or rejection is in the best interest of the District, as permitted by applicable law and District procurement rules. The District may waive minor informalities or irregularities, accept or reject any portion of a Proposal, and determine the Proposal that is most advantageous to the District in accordance with the evaluation criteria established in this RFP. A review committee designated by the District will evaluate the Proposals received and make a recommendation for award in accordance with the District's applicable approval procedures. The District reserves the right to conduct interviews with one or more Proposers, if necessary, to clarify information contained in a Proposal. Interviews, if conducted, will not be separately scored and will not introduce new evaluation criteria.

TERMS AND CONDITIONS:

1. **Term of Agreement:** The initial term of the Contract will be five (5) years, beginning July 1, 2027 and ending June 30, 2032. Subject to applicable law and District approval, the District may, at its sole discretion, extend the Contract for one (1) additional five (5)-year term, for a maximum potential Contract term of ten (10) years. The extension is not automatic and is subject to satisfactory Contractor performance and mutual agreement of the parties.

2. **Proposer's Contract Template:** Proposers shall include with their Proposal a copy of their proposed contract template, including any applicable standard terms and conditions. The proposed contract template will be subject to District review and negotiation following selection of the successful Proposer and completion of the applicable award process. The final Contract must be acceptable to the District and consistent with the requirements of this RFP and the successful Proposal. No contractual terms submitted by a Proposer will be binding upon the District unless incorporated into a final Contract executed by both parties.

3. **Ordering, Purchase Orders & Invoicing:** The successful Proposer must not begin work without a fully executed final contract and a purchase order issued by the District. Separate invoices will be required for each purchase order. Orders will be placed by individual schools or departments on an as-needed basis. The District does not guarantee any minimum or maximum annual purchase quantities or expenditures under the Contract. However, the Proposer may establish minimum purchase quantities for individual orders or specific products, as applicable**.** The successful Proposer must accept purchase orders. The successful Proposer shall ship all orders F.O.B. Destination and shall mark each carton with the applicable purchase order number. The successful Proposer must furnish current catalogs to the District upon request.

4. **Withdrawal of Proposal:** A Proposer may withdraw its Proposal prior to the Closing by submitting a written request to Jackie Henriquez, Senior Purchasing Specialist. A withdrawn Proposal may be resubmitted prior to the Closing. Proposals may not be submitted or resubmitted after the Closing.

5. **Proposal Costs and Public Record**: All costs incurred by a Proposer in preparing and submitting a Proposal in response to this RFP shall be the sole responsibility of the Proposer. All Proposals and materials submitted in response to this RFP become the property of the District and are subject to disclosure under Oregon Public Records Law. Proposals are not required to be made available for public inspection until after the District issues the Notice of Intent to Award. If a Proposer believes that specific information contained in its Proposal is exempt from disclosure under Oregon Public Records Law, the Proposer must clearly identify the information and the basis for the claimed exemption. Marking information as confidential does not, by itself, make the information exempt from public disclosure. The District will determine whether information is exempt from disclosure in accordance with applicable law.

6. **Insurance:** The successful Proposer shall, at its own expense, obtain and maintain all insurance coverage required by the Contract throughout the Contract term.

REQUIRED FORMS AND ATTACHMENTS:

The following forms and attachments are included with this RFP. Proposers shall complete and return all required forms and pricing information with their Proposal, as applicable:

- Exhibit A – Vendor Information
- Exhibit B – Signature Page
- Attachment 1 - Scenario Pricing Template

EXHIBIT A
VENDOR INFORMATION

Company Name_____

Address_____

City, State, Zip _____

Phone _____

Fax _____

E-Mail _____

Name (printed) & Title _____

Signature _____ Date: _____

Proposals must be received by the District no later than 2:00 p.m. on October 19, 2026 and clearly identified as "RFP 2026-27-ATH-01-Athletic Uniforms, Apparel, Athletic Equipment & Related Services." Proposals shall be submitted via email to jhenriquez@ttsd.k12.or.us or mailed/delivered to the District at the address identified in this RFP. It is the Proposer's responsibility to confirm receipt of the Proposal by the District.

More information can be obtained by the following methods e-mail jhenriquez@ttsd.k12.or.us or by accessing the purchasing webpage at Open Request for Proposal(s) - Tigard-Tualatin School District 23J

EXHIBIT B
SIGNATURE PAGE
(MUST BE RETURNED WITH PROPOSAL)

SIGNATURE OF PROPOSER'S DULY AUTHORIZED REPRESENTATIVE FOR THIS PROPOSAL MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE PROPOSER; ANY ALTERATIONS OR ERASURES TO THIS PROPOSAL MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned agrees and certifies that he or she:

1. Has read and understands all RFP requirements, specifications, and terms and conditions contained herein;

2. Understands that failure to provide all information requested in this RFP may result in rejection of the Proposal as nonresponsive.

3. Understands that, if the contract is awarded to the Proposer, the Proposal and all representations made therein may be incorporated into and become part of the Contract.

4. Agrees that, if awarded the Contract, the Proposer will comply with all requirements, terms, and conditions of the RFP and resulting Contract.

5. Acknowledges receipt of all Addenda issued by the District during the solicitation period and agrees that all Addenda are incorporated into and made part of the RFP.

Authorized Signature: _____

Title: _____

Company Name: _____

Date: _____

Federal Tax ID (FEIN): _____

ADDENDA RECEIPT
Acknowledge receipt of all addenda. This Proposal includes all work indicated and specified in the following Addenda received during the solicitation period.

Addendum No._____ Date: _____ Addendum No._____ Date: _____

Addendum No._____ Date: _____ Addendum No._____ Date: _____