



Request for Proposal (RFP) for Embroidered Student and Staff Uniform Apparel

Introduction: Cedar Tree Academy is seeking proposals from qualified vendors for the procurement of embroidered student and staff uniform apparel. The selected vendor will be responsible for providing high-quality, durable uniforms that reflect our school's identity and values.

Background: Cedar Tree Academy is a vibrant learning community dedicated to providing students with a nurturing and enriching educational experience. As part of our commitment to fostering a sense of belonging and pride among our students and staff, we have a uniform dress code that promotes unity and professionalism.

Scope of Work: The scope of this project includes the following:

1. Design and Production:
 - Designing uniform apparel for students and staff, including but not limited to polo shirts, sweaters, cardigans, and jackets.
 - Incorporating the school logo and colors into the design.
 - Providing samples for approval prior to production.
2. Sizing and Fit:
 - Offering a range of sizes to accommodate students from Pre-kindergarten to Second grade, as well as various adult sizes for staff members.
 - Ensuring that the uniforms are comfortable and appropriate for daily wear.
3. Embroidery:
 - Embroidering the school logo on each uniform item with precision and durability.
 - Using high-quality threads and techniques to ensure long-lasting embroidery.
4. Ordering and Delivery:
 - Managing the ordering process efficiently, including collecting sizes and preferences from students and staff.
 - Delivering the uniforms in a timely manner before the start of the academic year.
5. Customer Service:
 - Providing responsive and professional customer service to address any inquiries or concerns from the school administration, students, or staff.
 - Offering support for exchanges or returns as needed.

Proposal Guidelines: Interested vendors are invited to submit proposals that include the following information:

1. Company Background:
 - Overview of the company, including years of experience in providing uniform apparel to educational institutions.
 - Description of relevant certifications or affiliations.
2. Previous Experience:
 - Examples of previous projects involving embroidered uniforms, particularly for elementary schools or similar educational settings.
 - Client references that can attest to the quality of your products and services.
3. Proposed Design:
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- Concept designs for student and staff uniforms, including color schemes and fabric options.
 - Details on the embroidery process and materials to be used.
4. Pricing:
- Itemized pricing for each uniform item, including any discounts or bulk pricing options.
 - Transparency regarding any additional fees, such as shipping or customization charges.
5. Timeline:
- Proposed timeline for design approval, production, and delivery of the uniforms.

Submission Details: Email a PDF copy of proposals for Services for Cedar Tree Academy Public Charter School (CTA) to Bidsubmission@Cedartree-dc.org Proposals will be received via email until **May 31, 2024 at 4:00 P.M.** Consider your proposal received once you receive a confirmation email.

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

1. Quality and Creativity of Design
2. Experience and Reputation of the Vendor
3. Pricing and Value for Money
4. Timeliness and Responsiveness
5. Fit with School Requirements and Values

Cedar Tree Academy PCS reserves the right to accept or reject any proposal and to negotiate modifications to the scope of work or pricing.

Thank you for your interest in partnering with us to provide embroidered student and staff uniform apparel.

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