

Cedar Tree Academy PCS

Request for Proposal (RFP)

Comprehensive School Supply & Operational Services

Deadline for submission

March 27, 2026

Deadline Time for Submission 4PM

School Contact information

Lhenderson@Cedartree-dc.org

All proposals must be submitted electronically to Lhenderson@Cedartree-dc.org on or before March 27th at 4pm. No proposals submitted after that date and time will be considered. All questions regarding the proposal can be emailed to Lhenderson@Cedartree-dc.org or Rcooper@Cedartree-dc.org

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1. Introduction

Cedar Tree Academy (CTA) is seeking qualified vendors to provide comprehensive supply and procurement services across multiple operational categories. CTA intends to establish a 1–3 year partnership with renewal options based on performance.

2. Scope of Services

Vendors may bid on one or multiple categories. CTA prefers vendors capable of consolidating multiple service areas.

A. Office Supplies (Examples but not limited to)

General office supplies, paper products, writing tools, toner, technology accessories, bulk pricing, online ordering portal, approval workflows, and sustainable product options.

B. Maintenance & Custodial Supplies (Examples but not limited to)

Cleaning agents (EPA-approved), paper products, PPE, custodial equipment, OSHA compliance, SDS availability, and emergency delivery capability.

C. School Furniture (Examples but not limited to)

Student desks, chairs, storage units, cafeteria tables, ADA-compliant options, installation services, warranties (minimum 5 years preferred), and space planning support.

D. Apparel & Uniforms (Examples but not limited to)

Student uniforms, staff apparel, athletic wear, embroidery/screen printing, size inclusivity, online storefront capability, and branding consistency.

E. Promotional Products (Examples but not limited to)

Custom branded items such as tote bags, water bottles, banners, graduation items, and eco-conscious product options with graphic design support.

F. School Nurse Supplies (Examples but not limited to)

First aid materials, thermometers, PPE, FDA-approved medical products, biohazard disposal containers, compliance with school health regulations.

G. School Kitchen Supplies (Examples but not limited to)

Food-safe storage, serving equipment, NSF-certified equipment, disposable compostable options, sanitation supplies, and health department compliance.

3. Vendor Qualifications

Company background, PRK-12 experience, references (minimum 3), proof of insurance, financial stability, sustainability practices, and certifications if applicable.

4. Proposal Requirements

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All proposals must include an Executive summary, detailed catalog, pricing structure, delivery timelines, customer service model, account management plan, warranty details, and value-added services.

5. Pricing Structure

Unit pricing, bulk discounts, contract pricing, shipping costs, installation fees (if applicable), minimum order requirements, and price lock guarantees if offered.

6. Evaluation Criteria

Cost competitiveness, product quality, vendor reliability, delivery efficiency, technology capabilities, customer service responsiveness, sustainability, and category consolidation capability.

7. Contract Term

Initial 1–3 year agreement with renewal options based on performance review.

Vendor Scoring Rubric (100 Points Total)

Criteria	Weight (Points)
Cost Competitiveness	25
Product Quality & Compliance	20
Vendor Experience (PRK-12)	15
Delivery & Logistics Efficiency	15
Technology & Ordering Capabilities	10
Customer Service & Account Management	10
Sustainability Practices	5