

## Request for Proposals for School Uniform

The Museum School of Avondale Estates is seeking a high-quality school uniform vendor.

### About The Museum School:

Mission Statement: To inspire students, teachers, and the community to collaborate to develop strong critical thinking, interpersonal, and academic skills in our students, which will prepare them for real-world success. The school's core values are respect, responsibility, cooperation, creativity, kindness, and sustainability.

[The Museum School \(TMS\)](#) is a DeKalb County charter school, serving 588 Kindergarten – 8<sup>th</sup> grade students. In its 14<sup>th</sup> year of operation, TMS is built on the museum model, a model that fosters exploration and discovery, giving students a strong sense of autonomy, interdependence, motivation and a joy for learning. The museum school model is based on the idea that children learn best through personal exploration and hands-on experience. The school partners with museums and other learning institutions to provide real-life experiences with classroom topics. Interactive learning expeditions to partner sites offer students a chance to ask questions, make observations, reflect on experiences and draw their own conclusions.

### About The Museum School's Uniform Program:

The Museum School's [uniform policy](#) requires students to purchase one TMS [logo](#) polo directly from the school's selected vendor for bi-weekly learning expeditions. Learning expedition uniforms are light blue, logo polo with navy bottoms or navy, logo polo with khaki bottoms. The school's specific plaid must also be purchased from the selected vendor. Other uniform pieces may be purchased from families' vendor of choice.

The school convenes a Uniform Task Force every 5-6 years to review the school's uniform policy and to initiate the procurement process for a school uniform vendor. The Task Force is made up of TMS staff members and parents. Ultimately, the Task Force's role is to review stakeholder feedback and vendor proposals and make recommendations to The Museum School's Principal on suggested uniform policy edits and a uniform vendor.

The school's Kindergarten – 8<sup>th</sup> grade students wear sizes 4T – Adult XXL.

### Our Request:

TMS is looking for a school uniform vendor that offers a variety of high-quality uniform pieces at a fair price and within a reasonable time frame.

### Proposals Features:

Within the proposal, please include the following information:

- **Clothing Details**
  - Detailed information on overall garment options (types of polos, pants, shorts, skirts ,etc.)
  - Detailed information on sizing options (including adjustable waistbands, husky fit, petite fit, female-fit, etc.)
  - Detailed information on material options (adaptive clothing, performance polos, mesh polos, pique polos, interlock polos, skirt and pant options, etc.)
- **Pricing Details**
  - Typical, non-sale cost of:
    - Youth polo shirt (with and without logo) – performance, mesh, pique, and interlock
    - Adult polo shirt (with and without logo) - performance, mesh, pique, and interlock

- Shorts
- Pants
- Fleece outerwear
- Plaid garments (See Appendix 2)
- Jumpers
- Skirts – pleated, box, skort, and other options
- Ties and other accessories
- Sale Information
  - Typical frequency of sales
  - Typical sale percentages
- **Ordering Details**
  - Detailed information on your online ordering platform and overall experience for families
  - In-person shopping options
  - Detailed information as to how you will make samples available for families to better understand your company's sizing
  - Size charts
  - Customer service description
- **Shipping Details**
  - Typical shipping timelines
    - During peak season
      - Logo and non-logo shirts
    - During non-peak season
      - Logo and non-logo shirts
    - When is your company's typical peak season?
  - Typical shipping costs
  - Return policies
- **General Information**
  - Primary contact person and contact information
  - Timeline Expectations:
    - When do you need a commitment from TMS?
    - When will you start accepting TMS orders?
  - References (specifically from schools similar to TMS)
  - A Sample Contract
- **Policies**
  - School contribution/donation policy
  - Overall Vendor policies
    - Exclusive vendor policies
    - Other policies

Proposals are due on **Monday, November 27** by 5:00 pm ET. Questions must be submitted via email to [Katherine.kelbaugh@themuseumschool.org](mailto:Katherine.kelbaugh@themuseumschool.org) by Monday, November 20, 2023 at 5:00 pm ET.

An electronic copy of the proposal shall be emailed to Katherine Kelbaugh at [Katherine.kelbaugh@themuseumschool.org](mailto:Katherine.kelbaugh@themuseumschool.org). Paper copies and or/print materials may be mailed to 923 Forrest Blvd Decatur, GA 30030.

**Timeline for Vendor Selection:**

RFP issued	November 13, 2023
Question deadline	November 20, 2023 5:00 PM ET
Proposals Due	November 27, 2023 5:00 PM ET

Round 1 Vendor Selection*	December 4, 2023
Vendor Presentation	December 18, 2023 6:00 PM ET
Task Force Recommendation to Principal	February 1, 2024
Final Selection of Vendor	February 19, 2024

\* Select vendors will be invited to meet the school's Uniform Task Force in person at The Museum School. Vendors have the option of sending samples instead of participating in the in-person meeting.

Any potential conflict of interest with the Avondale Education Association/The Museum School of Avondale Estates must be disclosed by the vendor.

We look forward to your response.

Sincerely,



Katherine Kelbaugh, Ph.D.  
Executive Director  
The Museum School  
Katherine.kelbaugh@themuseumschool.org  
<http://www.themuseumschool.org>

Appendix 1: 2023-2024 School Calendar

## The Museum School | 2023-2024 CALENDAR

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">JULY '23</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>18-19</b> New Staff <b>20-21</b> Summer Institute <b>24-31</b> Pre-Planning</p>	JULY '23							S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th colspan="7">JANUARY '24</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p><b>1-2</b> Break <b>3</b> Staff Only <b>15</b> MLK, Jr. Day</p>	JANUARY '24							S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
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Appendix 2: Selected Plaid

