

REQUEST FOR PROPOSAL

Uniforms RFP # GCA101

Issue Date: Monday, November 30, 2015
Issued by: Gateway Charter Academy
Closing Date: Friday, December 11, 2015 by 5:00 PM Central Time

TABLE OF CONTENTS

- 1. General Notice to Vendors..... Page 3
- 2. Acceptance of Proposal Request Form.....Page 5
- 3. General Terms & ConditionsPage 6
- 4. Scope of Work & General Objectives..... Page 10
- 5. Appendix A- Uniform Requirements, types & Specification..... Page 11
- 6. Proposal Format & Bid Evaluation Criteria.....Page 12
- 7. Appendix B - Enrollment Statistics.....Page 14
- 8. Vendor Requirements & Responsibilities Page 15
- 9. Appendix C- Submission Label.....Page 16

1-GENERAL NOTICE TO VENDORS

REQUEST FOR PROPOSAL RFP # GCA101

Request Date: Monday, Nov. 30, 2015

One Hard Copy: Sealed proposals shall be submitted to:

Roger Jones
Gateway Charter Academy
1015 E. Wheatland
Dallas, Texas 75241

One Email Copy: Please email to: rjones@gatewaycharter.org

CLOSING DATE OF THIS PROPOSAL –Friday, December 11, 2015 by 5PM (Central)

All proposals must comply in accordance with all regulations, terms, conditions and specifications set forth in this Request for Proposal (RFP) document by Gateway Charter Academy (GCA). Any clarification of the Request for Proposal documents required by the submitter, prior to submission of its proposal shall be requested through the business office of GCA via email at ganderson@gatewaycharter.org. Any such clarifications so given shall not in any way alter the proposal Request document. The vendor and GCA hereby agree that in no case shall oral arrangements be considered binding. GCA reserves the right to accept or reject any proposal. Late responses to this RFP will not be considered or accepted. Faxed responses will not be considered or accepted. One hard copy and one email copy is required. Responses not appropriately signed as an original document will be rejected.

Intent

The intent of this RFP is to procure for GCA the best School Uniform program and services in accordance with the specifications outlined herein.

Background Information:

GCA, headquartered in Dallas, Texas is an elite school district with 2 campuses reflected in Schedule A below. It is currently seeking proposals for its uniform requirements according to the Request for Proposal terms and conditions attached hereafter:

Schedule A

<i>Campus</i>	<i>Address</i>	<i>Enrollment</i>	<i>Grade</i>
<i>Elementary</i>	<i>6103 University Hills, Dallas</i>	<i>433</i>	<i>Pk3-5</i>
<i>Secondary</i>	<i>1015 E. Wheatland, Dallas</i>	<i>323</i>	<i>6-12</i>

Terms of Contract

All companies must follow the enclosed list of terms and conditions in order to be considered.

Additional Services

Any additional services or programs the Vendors are prepared to offer are to be clearly outlined on your company's letterhead and enclosed with this proposal. If any of the additional services and/or programs identified will result in additional costs to GCA, they must be clearly presented and submitted with your proposal.

Inquiries & Questions

All questions pertaining to this proposal should be in writing, addressed to:

Roger Jones
Chief Academic Officer
1015 E. Wheatland
Dallas, Texas 75241
[E-mail: rjones@gatewaycharter.org](mailto:rjones@gatewaycharter.org)

Should questions raised by a vendor necessitate an addendum to this Request for Proposal; each registered vendor will receive a copy of the addendum. All copies of addenda will be copied and signed with the bid document to indicate that the vendor has received the addenda in its entirety, has read and understood its content, and all addenda were considered when the bid was prepared. Submissions which do not provide evidence of receipt of addenda as requested may be rejected by the GCA. as non-compliant. It is the responsibility of the Vendor to confirm it has received all addenda issued by GCA. All questions shall be forwarded in writing at least five (5) business days prior to the closing date.

2-ACCEPTANCE OF PROPOSAL REQUEST FORM

I/We do hereby agree to supply the materials and services as provided herein in accordance with the terms and conditions of this RFP. No other conditions shall apply.

I/We have read, understood and agree to this RFP and all its terms and conditions contained in this document and we are authorized by the Vendor to bind the firm.

I/We declare that this proposal is made without collusion, knowledge, comparison of figures or arrangement with any other company, firm or person submitting a proposal for the same work and is in all respect fair and without collusion or fraud.

I/We declare that to our knowledge no member of GCA, of Trustees, and no officer or employee of GCA is, will be, or has become interested, directly or indirectly, as a contracting party, partner, or in the supplies; work or business in connection with the said Contract, or in any portion thereof, or of any supplies to be used therein, or in any monies to be derived there from.

Acceptance of this Proposal will be made by Purchase Order (where applicable). Failure to sign this document or affix your corporate seal will result in your response being rejected.

PAYMENT TERMS: _____

COMPANY: _____

DATE: _____

AUTHORIZED SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL: _____

Note: A purchase order number will not be issued to a successful Vendor unless all required documentation as noted above has been received and has been confirmed as being in order.

3-GENERAL TERMS AND CONDITIONS

ADDENDUM/REVISIONS

Addendum/revisions to this RFP will be issued by the GCA Business office only. No representative of GCA is authorized to amend or waive the terms of this RFP document in any way unless the amendment or waiver is signed by a representative from the GCA Business Office.

ALTERATIONS & CANCELLATION OF PROPOSAL

GCA reserves the right to alter the dates of this proposal.

ASSIGNMENT / SUBCONTRACTING

The Vendor agrees not to assign or subcontract any of the work or obligations required under this agreement unless the Vendor obtains prior written consent from GCA, which may be withheld for a good cause. In addition, in the event that a Vendor merges with another company or there is a change in voting control of the Vendor, or the Vendor sells its assets to a third party, the merger, change in voting control or sale of assets as the case may be, will constitute an assignment and GCA will be entitled to cancel the agreement on at least 30 day notice from the date of disclosure, or from the effective date of merger, change or sale, whichever is sooner.

AWARD STRATEGY

The lowest proposal is not necessarily accepted unless otherwise stated; GCA reserves the right to accept any portion thereof. The proposal will be awarded to the respondent who, in the sole judgment of GCA, provides the best overall value. GCA will not be obligated to select the lowest cost or any proposal. Past performance may be considered when awarding the proposal. The final award will be based on the submission that complies with the provisions of this RFP, including specifications, contractual terms and conditions and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, references, performance on previous contracts, and sufficiency of financial and other resources. No proposal shall be deemed to be accepted by GCA until such time as notice in writing of the acceptance thereof has been forwarded by GCA to the successful Vendor hereinafter disclosed. Upon issuance of a purchase order, the Proposal document shall serve as a binding contract between the successful Vendor and GCA. GCA reserves the right to cancel this Request for Proposal at any time, without penalty or cost to GCA. This Request for Proposal should not be considered a commitment by GCA to enter into any contract. GCA reserves the right to reject the Proposal of any Vendor who does not furnish satisfactory evidence of sufficient qualification and to successfully execute and complete the work. Past performance of firms submitting Proposals shall also be a consideration. In the event of any disagreement between GCA and the Vendor regarding the interpretation of the provisions of the Proposal, the representative of GCA or an individual acting in that capacity shall make the final determination as to interpretation.

VENDORS KNOWLEDGE

The submission of the proposal shall be deemed proof that the Vendor(s) is satisfied as to all the provisions of this RFP, of all the conditions which may be encountered, of what materials/services they will be required to supply, or any other matter which may enter into the carrying out of conditions of the proposal, to a satisfactory conclusion. No claims will be entertained by GCA based on the assertion by the Vendor(s) that they were uninformed as to any of the provisions or conditions covered by this RFP.

RFP FORMAT

No oral, telegraphic, telephone or facsimile proposals will be considered. Proposals which are late, illegible, presented in pencil, not original or unsigned, will be rejected. Where other information is requested, this information forms a part of the proposal and must be completed.

The envelope must be clearly marked with the appropriate proposal name and number on the outside of each envelope via the Submission Label attached in Appendix C. The envelope must be clearly marked with the company name of the Vendor and sealed. One email PDF copy to be submitted along with the hard copy.

RFP OWNERSHIP

All information obtained by the Vendor in connection with this RFP is the property of GCA and must be treated as confidential and only used for the purpose of replying to this RFP, and for fulfillment of any subsequent contract.

CHANGES TO PROPOSAL

Any changes or revisions will be issued as a formal addendum to all Vendors. All addenda will be signed and acknowledged by Vendors, and included in the RFP response.

CLAIMS

Claims made in the proposal shall constitute contractual warranties. Any provision in the proposal may be included in the contract as a direct provision thereof at the option of GCA. The contract shall contain the terms and conditions and be in the format prescribed by GCA. GCA considers each provision in this proposal of importance and will not accept alterations which will destroy the fundamental intent thereof. If alterations are suggested, their wording should be carefully considered, since an unacceptable alteration to any provision may affect the acceptability of the Vendor's proposal.

COLLUSION

The vendor declares that the proposal is not made in connection with any other vendor submitting a proposal.

CONTRACT

The contract will be governed by and interpreted in accordance with the Laws of the State of Texas.

DEBRIEFING

GCA, at the request of the Vendor who responded to the RFP, will conduct a debriefing after the award of the contract to the unsuccessful Vendor as to why that Vendor's proposal was not selected. Vendors must submit their request for debriefing within thirty (30) days of award of the RFP.

DEFAULT BY THE VENDOR

In the event of the default by a Vendor in complying with the terms and conditions hereof or in supplying and delivering the goods and services in accordance with the terms of this RFP submitted or of the acceptance order thereto, GCA shall be entitled and at liberty to procure the goods or services from other sources and the Vendor shall be liable to pay for any and all costs whatsoever in excess of the RFP price caused by or resulting from such default and the Vendor hereby indemnifies and deems GCA harmless from any and all such costs. Without limitation, the following action by or circumstances relating to the vendor shall constitute default on the part of the vendor:

- A -Committing an act of bankruptcy
- B- Having a receiver appointed on account of insolvency
- C- Making a general assignment for the benefit of creditors
- D- Failing to fulfill the work with skill and diligence

Default by the Vendor may result in GCA's cancellation of the contract. Any Action by GCA under this clause shall be without prejudice to GCA's other rights or remedies under the contract or law for the performance of the contract by the vendor.

DELIVERY

Time is of the essence for the delivery or provision of the goods and services requested herein. Failure to comply with the time schedule herein may result in GCA taking further action to obtain an alternative supplier, in which event the cost incurred shall be charged to the vendor, up to the time that the goods or services are delivered or provided. If such cost is not paid by the vendor, it shall be deducted from the balance of the purchase price owing. Where it is not possible to obtain the goods or services by the specific time, GCA reserves the right to cancel the contract and charge back the difference between the contracted RFP price and the acquisition cost of the alternate goods or services.

DISCREPANCIES AND OMISSIONS

Vendors shall promptly examine the entire RFP document after receipt. Subject to the conditions governing the withdrawal of and errors in the RFP, a Vendor discovering discrepancies or omissions in the specifications provided by GCA or having doubt as to the meaning or intent of any part thereof shall notify the GCA business office in writing at least seven (5) working days prior to the closing date of the RFP. If necessary, and if time permits, addenda may be issued to all respondents before the closing date. It is hereby understood and acknowledged that GCA shall not be held liable or responsible for verbal instructions or explanations. Written Addenda issued by GCA during the time of the RFP process shall become an integral part of these conditions, instructions and shall be allowed for in arriving at the RFP price(s). One copy must be signed and attached to the RFP document. Each Vendor shall be responsible for verifying with the co-coordinator of the RFP before depositing its RFP that they received all addenda that have been issued. GCA reserves the right to distribute any and all questions and answers to all other respondents.

DISQUALIFICATION CLAUSE

GCA reserves the right to disqualify and immediately remove from eligibility for an indeterminate period, any Vendor for failure to carry out its obligations for the entire term under any previous award or resulting contract pursuant to a RFP process with GCA, in the sole and unfettered discretion of GCA. Furthermore, the vendor must be prepared, if requested, to present evidence of experience, ability, capacity, and financial resources and reputation deemed necessary by GCA in the performance of the contract. GCA reserves the right to investigate a vendor's claim or background at any time and in any manner deemed appropriate by GCA.

INDEMNIFICATION

Notwithstanding anything else in the RFP, any express or implied reference to GCA providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of GCA, whether at the time of execution of the RFP or at any time during the Term, shall be void and of no legal effect.

The Vendor hereby agrees to indemnify and hold harmless GCA, its Director's, Superintendent's, Trustees, Employees and Agents (the indemnified parties) from and against all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of actions, actions, claims, demands, lawsuits or other proceedings (collectively, "Claims"), by whomever made, sustained, incurred, brought or prosecuted, including for third party bodily injury (including death), personal injury and property damage, arising out of, or in any way connected with anything done or omitted to be done by the Vendor, its subcontractors or their respective directors, officers, agents, employees, partners, affiliates, volunteers or independent contractors, under or otherwise in connection with this RFP or a subsequent contract arising hereunder. The Vendor further agrees to indemnify and hold harmless the Indemnified Parties from any incidental, indirect, special or consequential damages, or any loss of use, revenue or profit, by any person, entity or organization, including, without limitation, GCA, claimed or resulting from such Claims. The obligations contained in this paragraph will survive the expiry or termination of this RFP or a subsequent contract arising hereunder.

INSURANCE

The successful Vendor must have or obtain a comprehensive policy of public liability, injury and property damage insurance coverage with an insurer licensed to carry on business in the state of Texas. Please indicate terms and amounts of coverage in this section. Prior to the execution of the contract, the successful Vendor shall (unless otherwise stated in this document) within seven working days of being notified of award of Proposal, forward to the business office of GCA a valid Certificate of Insurance naming GCA as an Additional loss payee. The successful Vendor(s) will also provide annually a valid proof of current insurance coverage. If the successful Vendor's vehicles are used on GCA property, the successful Vendor shall carry and maintain until acceptance of the completed work, third party liability insurance coverage for both owned and non-owned motor vehicles in the sum of \$2,000,000 per occurrence and (unless otherwise stated in this document) within seven working days of being notified of award of proposal, forward a valid Certificate of Insurance to the Business Department of GCA. The successful Vendor(s) agrees to indemnify, hold harmless and defend GCA from and against any and all liability for loss, damage and expense, which GCA may suffer or for which GCA may be held liable by reason or injury (including death) or damage to any property arising out of negligent or willful acts on the part of the successful Vendor(s) or any of its representatives or employees or subcontractors in the execution of the work performed.

IRREVOCABLE RESPONSE

The proposal submitted is irrevocable by the Vendor and will remain in effect and open for acceptance for a minimum period of ninety (90) days following the closing date unless otherwise specified.

NEWS RELEASE/PUBLICITY

The Vendor(s) shall not make any news release concerning this RFP or awarding of the same or resulting contract(s) without the express consent of GCA.

SETTLEMENT OF DISPUTES

In the event of any dispute or claim arising between GCA and the vendor (contractor) as to their respective rights and obligations under the contract, either party may give the other written notice of such dispute or claim. The notification of dispute or claim shall be made within thirty (30) days of the dispute or cause of action arising. If dispute or claim cannot be resolved through negotiation to the satisfaction of both parties, the parties may between themselves agree to submit the particular matter to arbitration in accordance with the laws of the state of Texas. If no agreement is made for arbitration then either party may submit the dispute to such judicial tribunal as the circumstances may require.

TAXES

All taxes are considered extra to this RFP.

TERMINATION

In the event that the successful Vendor does not, in the opinion of GCA, comply with the specifications and terms of this contract at any time throughout the duration of the contract, or if GCA, in its sole and unfettered discretion, determines that either their service or the goods provided by the successful Vendor is unsatisfactory at any time during the term of the contract, GCA reserves the right to terminate the contract in its entirety. The contract may be cancelled upon thirty (30) days written notice by GCA.

TERMS OF CONTRACT

All vendors must follow the enclosed list of terms and conditions in order to be considered in this RFP. The contract term is One (1) year, with a possible yearly renewal for an additional year. The contract commences on May 1, 2016.

UNDERSTANDING OF RFP REQUIREMENT

It is the responsibility of the vendor to understand all aspects of the RFP and to obtain clarification from GCA before submitting a response. However, a response may be rejected if not complete or GCA may waive any minor errors.

4-SCOPE OF WORK & GENERAL OBJECTIVES

The objective of this contract is to provide a centralized school uniform program for both the Secondary and the Elementary schools.

The goal is to have one (1) vendor available for students to purchase entire uniform outfits as well as replacement components using a variety of different purchase methods (i.e. Credit card, phone orders, or in person at the vendor facility or at school road shows).

Vendors will be expected to demonstrate superior flexibility, experience and service level for the period specified and in accordance with the terms and conditions outlined herein. GCA requires a "one stop shopping experience" whereby the uniform vendor will have all products available for parents and students. Schools reserve the right to purchase other "spirit wear" throughout the contract that is not included in this bid. While the items listed in Appendix A constitute the majority of the apparel for students to wear, these requirements are meant to illustrate a minimum standard only. The policy is established by a review committee and may be modified from time to time, or changed prior to initial ordering. The vendor must work in conjunction with the school in this matter. Student enrollment numbers provided are for informative purposes only, are subject to variance, and are no guarantee of volume.

All apparel items must be comfortable, stylish, durable, fit for the purpose for which they are acquired, of the highest grade of material and workmanship and free from defect (demonstrators, seconds and samples are not allowed). Kindly advise in bid response if laboratory testing occurs on quality of apparel, and provide up to date proof of testing in your bid response. It is the sole responsibility of the parents/clients to place the orders, pick up and pay for the apparel items. School staff bears no responsibility for ordering, distribution, or processing of complaints.

INVENTORY

GCA shall not in any way be responsible for inventory surplus, nor shall it buy back any uniform components at the end of the contract term. Responsibility and liability for inventory rests solely with the vendor.

INTERVIEW AND APPAREL PRESENTATION

Vendors may be requested to attend an interview and provide apparel for inspection, based upon review of the initial response to the RFP. The time and date will be determined at a later date. The interview and apparel presentation date and time will be determined at the total discretion of GCA.

REPORTS

The vendor will keep complete and accurate financial reports and will record all revenues generated from the sale of the apparel. The Vendor will provide reports to GCA quarterly detailing the sales and commissions for the apparel.

5-APPENDIX A- UNIFORM REQUIREMENTS, TYPES & SPECIFICATIONS

Uniform Requirements

The following specifications are required for submissions to be evaluated. Submit a detailed program plan to demonstrate how the program will be set up. Information shall include, but not limited to:

- Exchange and return policy (as it refers to both non-crested, or un-used items and altered, crested or used items)
- Ability to provide alterations (include turnaround time and costs), or other options available
- Personalized service for sizing and fittings
- Ability to provide a range of sizes, including petite and plus sizes, to meet the unique needs of all students (specify "special order" procedures).
- Policy regarding manufacturing defects, damaged goods and product guaranteed periods.
- Retail locations: state addresses, floor space (in square feet) committed to retail sales and warehouse.
- Statement for ease of garment care.
- Method of ensuring how respective dye lots remain consistent and within commercial quality limits.
- Method of monogramming that ensures quality in the midst of quantity needs
- Ability to host onsite sales regularly at the campuses

Sample Uniform Types and Specifications

Short Sleeve Polo

Long Sleeve Polo

Crewneck Sweatshirt

Pants

Shorts

Skirts

PE T-Shirt

PE Sweatpants

PE Short

Shoes(Athletic)

Colors:

Shirts: Gold or White

Pants, Skirts, Shorts,: Khaki or Black

Sweatpants:Black

Shoes:Black

Logo:

All shirts will be emblazoned with the Gateway logo, or have other Gateway specific branding clearly visible.

SUITABILITY OF CLOTHING QUALITY FOLLOWING INDUSTRY STANDARD

- Specifically outline the retailing plan including a description of retail outlets, road shows (include anticipated number) and mail/on line services, including websites call center services.
- Submit a detailed description of the suitability of your clothing in terms of fabric components
- Fabric blend suited to a particular climate or anticipated use, amount of moisture, etc., comfort, durability, style, quality and guarantee.
- Fabric weight (e.g. balance between durability and heat factors, etc.).
- Durability (e.g. pilling, colorfast, shrink rate, seam strength, hem strength, stitch count, tearing strength).
- Special functionality (e.g. double button cuffs, adjustable waists, reinforced knees, etc.).
- Structural elements (e.g. brand-name zippers, reinforces buttons/claps, flat lock seams, etc.).
- Submit one (1) copy of your submission with one marked "Original" as well as a print-ready Adobe "PDF" electronic copy.

6- PROPOSAL FORMAT & EVALUATION CRITERIA

PROPOSAL FORMAT

The following format and sequence should be followed in order to provide consistency in Vendor responses and ensure each proposal receives full consideration.

- Title Page, showing Request for Proposal number, Vendor's name and address, Vendor's telephone number, and a contact person.
- One page letter of introduction signed by the person or persons authorized to sign on behalf of, and bind the Vendor to, statements made in the proposal.
- Table of contents including page numbers.
- All pages should be consecutively numbered.
- The body of the proposal, including but not limited to, pricing, responding in order to the items identified in section "Scope of Work" and "Evaluation Criteria Table" of this document.
- Have you included signed copy of the Acceptance of Proposal Form and all Addenda (if applicable) in your bid proposal?
- Any additional innovative information which the vendor feels will add value to their submission.
- The submission should be limited to thirty (30) pages including attachments which should include: Brochures and other supplemental literature and supporting documentation describing your company's experience and market place presence.

PRICING & PROTECTION

Unit Pricing must include cost of creasing, embroidering, printing etc. for all items. Additionally, include the proposed Price for special orders, alterations, fittings, etc. Any decreases in prices must be provided to the GCA immediately, during the term of the contract. It is imperative to GCA that prices are standardized and all students have equal access to equivalent products in every school. The vendor is to provide unit pricing including cost of creasing, embroidering, and printing for all items indicating creasing requirements. Indicate range of purchasing options for GCA (i.e. Credit card, debit card, flexible payment plan such as installment etc.) Vendors should be able to accommodate different combinations for individual student needs.

RFP EVALUATION CRITERIA

Company Profile-15%

- Ownership & affiliations, number of years in business
- Availability of staff and support capabilities
- Customer Service and Capacity
- Capability and Financial Stability

Proposal Technical Professional Competence-25%

- Strategy to complete Compliance to Proposal Scope of Work specifications
- Creativity, Innovation and Value added solutions
- Suitability of the program to meet the needs of the students, parents and GCA, INC.
- Describe all order placement capabilities, and processes for returns, exchanges, product inquiries, payment methods available

Service Profile/Qualifications-25%

- Significant experience with a project of this scope.
- Comprehensive knowledge of School Uniform system proposed
- Service methodology and maintenance approach.
- Expected response time for all on-site service
- List Retail store(s) in the Dallas/Fort Worth Metroplex
- Availability to complete online sales and ship items in a timely fashion.
- Availability to complete in person sales at the school sites on a scheduled basis

Pricing-25%

- Pricing of uniform items
- Payment methods available.
- Uniform Assistance Program

References-10%

7- APPENDIX B ENROLLMENT STATISTICS:OCTOBER,2015
Gateway Charter Academy

<i>Campus</i>	<i>Enrollment</i>	<i>Grade</i>
<i>Elementary</i>	433	<i>Pk-5</i>
<i>Secondary</i>	323	<i>6-12</i>

8- VENDOR REQUIREMENTS & RESPONSIBILITIES

VENDOR REQUIREMENTS

Companies/suppliers will be required to include the following provision in any purchase or exclusive agreement:

- The vendors hereby warrants, represents and agrees that any of its subcontractors, servants, agents or suppliers will, at all times during the term of this agreement and extended term, comply and adhere to all of the provisions of GCA's policy. Breach of any provision of GCA policy, or failure to reasonably satisfy its terms and conditions set forth herein, will entitle GCA in its sole and absolute discretion, to provide written notice of termination of this agreement effective immediately. Notwithstanding said written notice of termination, the supplier shall complete all existing orders with parents of the school but shall not accept or solicit any further orders from GCA after receipt of the written notice.
- Prior to the signing of any contract/license agreement, and at regular intervals during the contract as may happen, suppliers shall disclose to GCA information regarding each manufacturing facility and subcontractor.

VENDOR RESPONSIBILITIES

- Advise students and families of your successful bid.
- Provide in stock inventory of all items throughout the year.
- Ongoing customer service program.
- Ability to provide daily servicing during the first two (2) weeks of each school semester to provide clothing requirements for "last minute" enrolments.
- Experience and number of staff that will be assigned as contacts during this contract period.
- Type and location of facilities that will be available for the supply, administration and promotion of this program.
- Coordinate and facilitate an annual uniform exchange day(s) in schools as requested.

9- APPENDIX C SUBMISSION LABEL

Please complete all information and attach this label on the OUTSIDE of your bid submission envelope(s) to clearly identify the submission and the vendor information.

**Bids to be submitted Attention to:
Roger Jones
Chief Academic Officer
Gateway Charter Academy
1015 E. Wheatland
Dallas, Texas 75241**

REQUEST FOR PROPOSAL NUMBER RFP GCA101

CLOSES: Friday, Dec.11, 2015 by 5:00 PM(Central)

Vendor Name _____

Authorized Signature _____

Date & Time _____

Contact Name _____

Contact Address _____

Contact Title _____

Contact Phone _____

Contact Emai _____
