

REQUEST FOR PROPOSAL
FOR THE PURCHASE AND INSTALLATION OF
CLASSROOM FURNITURE, EQUIPMENT, SUPPLIES,
AND MATERIALS

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Mary Jo Tole
Head Start/Early Head Start Director

maryjo.tole@rollingplains.org

Rolling Plains Management Corporation
P. O. Box 490
Crowell, Texas 79227
(940)684-1571

I. INTRODUCTION

Rolling Plains Management Corporation of Baylor, Cottle, Foard, Hardeman and Wilbarger Counties (RPMC) is a private non-profit 501©3 Community Action Agency with the mission to eliminate poverty in the midst of plenty in the area of Texas we serve, by opening to everyone the opportunity for education and training, the opportunity to work and the opportunity to live in decency and dignity. Services provided by the agency consist of Child Care Assistance, Head Start/Early Head Start, Day Care, Child Nutrition, Energy Assistance, Weatherization Assistance, Rural Public and Medical Transportation, and Emergency Assistance through Community Services. RPMC's service area includes 28 counties of the north central area of Texas bordering the Red River. These counties include Archer, Baylor, Brown, Callahan, Clay, Comanche, Cottle, Eastland, Foard, Hardeman, Haskell, Hood, Jack, Jones, Kent, Knox, Montague, Palo Pinto, Parker, Shackelford, Stephens, Stonewall, Taylor, Throckmorton, Wichita, Wilbarger, Wise and Young. Not all programs are available in all counties. RPMC has Offices and Childcare centers in 16 different locations. Early Head Start and Head Start are national programs of RPMC that promote school readiness by enhancing the social and cognitive development of children through the provision of educational, health, nutritional, social, and other services to enrolled children and their families. Significant emphasis is placed on the involvement of parents in the administration of local Early Head Start and Head Start programs. The Head Start/Early Head Start Programs operate in twelve (12) different locations and operate 36 Classrooms.

II. PURPOSE

RPMC is seeking proposals to provide classroom furniture, equipment, supplies and materials including delivery and installation services for RPMC's Head Start/ Early Head Start Program. RPMC intends to award a contract for a period of 1 year with an option to renew for an additional 4 years.

III. SCOPE OF SERVICES/SPECIFICATIONS

The scope of this RFP includes the purchase, delivery, and installation of classroom furniture, equipment, materials, and supplies for classrooms in three (3) new facilities. These classrooms are for the ages of 0-3. In addition to the new classroom set-ups, the vendor will provide replacement furniture, equipment, materials, and supplies for the twelve (12) existing locations. The selected vendor will be evaluated in part on their ability to deliver products on time and within budget, and their demonstrated understanding of the solution based upon their responses. RPMC expects to open 3 new classrooms in early April of 2018. The furniture, equipment, materials, and supplies for these classrooms should be delivered and installed by March 26th, 2018. Additional classrooms will be furnished contingent upon construction timeline.

IV. PROPOSAL CONTENTS

The Offeror, in its proposal, shall, at a minimum, clearly state all estimated costs of all classroom materials, equipment and supplies to be provided. The responsive bidder will address the following areas:

- Classroom Design Assistance
 - Provide Classroom design plans for three classrooms with different core age groups
 - Provide developmentally appropriate furniture, materials, equipment and supplies
 - Provide furniture, materials, equipment and supplies that meet all required safety standards
- Cost Proposal, Pricing and Price Adjustments
 - Submit fixed pricing in excel format as required by Exhibit A- Itemized Cost Proposal. Pricing shall include all anticipated charges, including but not limited to, freight and delivery, cost of materials and products, etc.

- Propose a single-rate standard discount from manufacturers list pricing, for Non-Contract Items that vendor is able to provide to RPMC
- Prices proposed will be valid for the original one year term. The bidder's proposal must disclose the process to implement price changes
- Customer Service
 - Describe procedures that will ensure consistency and problem resolution
 - Provide detailed information on Warranty on classroom furniture
 - Provide information about the availability of help in the Setup of classrooms, including complementary delivery, assembly, and debris removal
 - Provide vendor shipping terms
- Company Information
 - Provide a brief overview and history of your organization.
 - Describe your experience in providing classroom equipment, material, and supplies to child development centers.
 - Describe your experience in providing service and installation
 - Indicate, if appropriate, if the company is a small or minority/owned business.
 - Include a copy of Equal Opportunity/Affirmative Action Policy, if your company has one

V. WHO MAY RESPOND

Cost Proposal responsive to the RFP will be accepted from all qualified vendors who are able to meet the required RFP specifications and selection criteria.

VI. INSTRUCTIONS ON PROPOSAL SUBMISSION

- Closing Submission Date. Proposals must be submitted no later than Friday, February 23rd, 2018, 5:00 pm.
- Inquiries concerning this RFP should be e-mailed to Mary Jo Tole no later than 5:00 pm on February 19th, 2018. Any questions regarding this RFP can be addressed by email maryjo.tole@rollingplains.org or by telephone at 940-684-1571.
- Conditions of Proposal. All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by RPMC.
- Instructions to Prospective Suppliers. Your proposal should be addressed as follows:

Mary Jo Tole, Head Start/Early Head Start Director
Rolling Plains Management Corporation
PO Box 490
Crowell, Texas 79227

It is important that the Offeror's proposal be submitted and clearly marked in the lower left-hand corner of envelope with the following information:

Request for Proposal
5:00 pm on February 23rd, 2018
Proposal for purchase and installation of classroom furniture, equipment, supplies, and materials

It is the responsibility of the Offeror to insure that the proposal is received by RPMC by the date and time specified above.

VII. EVALUATION PROCESS

An evaluation team will review, in detail, all proposals that are received to determine the Highest Scored Bidder ("HSB"). RPMC reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical

requirements, the review team's assessment of the quality and performance of the equipment and services proposed, and cost.

During the evaluation process, RPMC may require a bidder's representative to answer questions with regard to the proposal. RPMC may also have discussions with those bidders falling within a competitive range, and request revised pricing offers from such bidders and make an award and/or conduct negotiations thereafter.

This Request for Proposal does not commit RPMC to awarding a Contract. Bidders shall bear all costs incurred in the preparation of the Proposal and participating in the Proposal evaluation process. RPMC reserves the right to reject any and all Proposals. RPMC also reserves the right to accept Proposals in part or whole, as RPMC considers most favorable in its sole discretion. RPMC further reserves the right to seek new Proposals when such procedure is considered by it to be in the best interest of RPMC.

1. The following criteria will be used in reviewing and comparing the proposals and in determining the HSB. The weight to be assigned to each criterion appears following each item.

- a) **Cost (50%).** The total cost of the proposal solution. If the proposal contains itemized rates, per piece pricing, or commission-based pricing, RPMC reserves the right to calculate total contracted cost by calculating rates using either previous known usage activity or future projected volume. Costs will be evaluated only if a proposal is determined to be otherwise qualified. Costs should be itemized by type to allow RPMC to implement the solution over the term of the contract.
- b) **Quality of Deliverables (20%).** Proposal is specific and tailored for RPMC
- c) **Customer Service (20%).** Timely response to inquiries. Delivery process and service level.
- d) **Special Incentive Programs (10%).** Annual bonus rewards, rebates, sponsorships, and works of public service.
- f) **Minority/Women Owned Businesses, Certified HUB (5%){BONUS}.** (Bid must provide certification at time of submission of RFP.)

2. All qualified proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as finalists and receiving a full evaluation as outlined above.

VIII. NOTIFICATION OF AWARD

It is expected that a decision selecting the successful company will be made by February 28th, 2018. Upon conclusion of final negotiations with the successful company, all Offeror's, submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful company.

IX. GRIEVANCE PROCEDURES

All protests or complaints regarding the bid process or selection of the winning bid must be submitted in writing to:

Executive Director
PO Box 490
Crowell, Texas, 79227

All protests and complaints shall be referred to the RPMC Executive Committee for resolution.

Rolling Plains Management Corporation
RFP
Exhibit A

Nonmobile Play				
Item #	Description	Qty	Total	Notes
	Play Mat	1		
	Sit-Me-Up	2		
	Shatter proof wall mounted mirror - 18x36	1		
	Comfy Floor Seat - Blue	1		
	Giant Sight & Sound Tubes	1		
	Explore & Play Activity Rattles	1		
	Feel & Roll Bumpy Balls	1		
	Home Sweet Home - Washable Book	1		
	Sensory Stars Beanbag Set	1		
	Colorpillar Sorting Mat	1		
	Cuddly Washable Dolls - Complete Set	1		
	Dishwasher-Safe Plastic Basket - Large - Natural	1		
	Colors & Shapes Board Book Library	1		
Discovery				
Item #	Description	Qty	Total	Notes
	Round Classroom Carpet - 6' Diameter	1		
	Corner Storage Center	4		
	Soft & Safe Sensory Balls - Set of 6	1		
	Soft & Safe Flexi Blocks	1		
	Hide & Seek Beehive	1		
	Little Hands Music Makers	1		
	What's Inside? Soft Feely Box	1		
	Mix & Match Farm Animals - Set of 6	2		
	Hide & Seek Discovery Ball	1		
	Stack & Nest Sensory Toys	1		
	Nursery Rhymes Board Book Library	1		
	Baby Band Rhythm Set	1		
	Peek-A-Boo Octopus	1		
	Pop & Play Inchworm	1		
Block Play				
Item #	Description	Qty	Total	Notes
	Play-Top Storage Center	1		
	See-Inside Sensory Blocks	1		
	Super-Safe Color Blocks	1		
	Asian Soft & Safe Family	1		
	Hispanic Soft & Safe Family	1		
	Dishwasher-Safe Plastic Basket - Large - Natural	1		
	Soft & Safe Building Blocks	1		
	Soft & Washable Alphabet Blocks	1		
Library				
Item #	Description	Qty	Total	Notes
	No-Climb Bookstand	1		
	Pillows - Set of 5	1		
	Classroom-Safe Glider Rocker	1		
	Rectangular Carpet - 4' x 6'	1		
	Nursery Rhymes Board Book Library	1		
	Me & My Family Board Book Library	1		
	On the Farm Board Book Library	1		
	Things That Go Board Book Library	1		
	Touch & Feel Discovery Books	1		
Sleeping Area				
Item #	Description	Qty	Total	Notes

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Exhibit A

	Heavy-Duty Safety Crib	6		
	Heavy-Duty Evacuation Crib	2		
	Children of the World CD	1		
	Classroom CD & Single Cassette Player	1		
	Nursery Rhymes for Little People CD	1		
	Singable Songs for the Very Young CD	1		
	Crib Sheet	16		
Gross Motor				
Item #	Description	Qty	Total	Notes
	Soft & Washable Sensory Balls	1		
	Dishwasher-Safe Plastic Basket - Large - Natural	1		
Mealtime				
Item #	Description	Qty	Total	Notes
	Low 48" x 72" Group Table	1		
	13 1/2" Heavy-Duty Stacking Chair	1		
	Classic Birch 9" Transition Chair	4		
	Easy-Clean Snap-On Tray	4		
Cubbies and Communication				
Item #	Description	Qty	Total	Notes
	Cubbies & Coats Storage Center	1		
	24" x 36" Magnetic Write & Wipe Board	1		
	Write & Wipe Magnet Bars - Set of 6	1		
	Magnetic Storage Boxes - Set of 4	1		
Changing Station				
Item #	Description	Qty	Total	Notes
	Toddler Changing Table-with pull out stairs	1		
	Large wall storage unit	1		
	Extra Roll of Bags	1		
	Disposable Sanitary Gloves	2		