



## Christian County High School (Tigers)

### Request for Proposal (RFP)

#### Graduation Services – Scoring Rubric & Evaluation Instrument

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#### I. Purpose

Christian County Public Schools, on behalf of **Christian County High School (CCHS)**, invites qualified vendors to submit proposals for graduation-related services for the **2026–2027 school year**. This RFP is issued in accordance with applicable Kentucky Department of Education (KDE) procurement expectations and local board policy to ensure transparency, fairness, and best value for students and families.

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#### II. Scope of Services (Required – All Components)

The selected vendor must provide **all** of the following services and products:

- Graduation apparel
- Diplomas
- Diploma covers
- Design of new school crest with opportunity for student/staff input
- Class rings
- Letter jackets

**Failure to demonstrate the ability to provide all required components shall result in automatic disqualification of the proposal.**

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### III. Required Pricing Specifications

Proposals must clearly itemize pricing for the following **standard graduation package**, at minimum:

- **Gown:** Black
- **Cap:** Black
- **Tassel:** Blue and orange multicolored tassel with graduation year
- **Stole:** Blue hood stole trimmed in orange or orange trimmed in blue
- **Diploma Covers:** Royal blue with silver writing
- **Diplomas:** Standard-sized diplomas compatible with provided covers

Pricing shall be clearly stated, inclusive of all applicable fees, and structured to ensure affordability and clarity for students and families. The vendor agrees to reimburse the participating school for services rendered by the assistance school personnel and the use of school facilities. Please include your proposed percentage of the gross sales of all delivered merchandise and describe your company's reimbursement process.

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### IV. RFP Timeline

- **RFP Release Date:** Monday, February 9
- **Proposal Submission Deadline:** Monday, February 23, 11:30 am CST

Proposals received after the stated deadline will not be considered. Proposals must be sealed in an envelope that is clearly marked "Graduation Services" and delivered to the Christian County Board of Education, 200 Glass Avenue, PO Box 609, Hopkinsville, KY 42240, ATTN: Jessica Darnell.

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### V. Contract Term

- **Initial Term:** One (1) year – 2026–2027 school year
  - **Renewal Options:** Up to five (5) additional one-year extensions, subject to mutual agreement by both parties and satisfactory performance
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### VI. Evaluation Criteria & Scoring Rubric (100 Points Total)

Proposals will be evaluated by a committee using the criteria outlined below. The District reserves the right to waive any informalities, qualifications, irregularities, and omissions or reject any or all proposals if it determines that proposals are not responsive to the RFP or the proposals themselves are judged not to be in the best interest of the District.

## **1. Cost – 30 Points**

Evaluation will consider:

- Overall competitiveness of pricing
- Transparency and clarity of pricing structure
- Cost impact on students and families

**Maximum Points: 30**

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## **2. Value-Added Services – 25 Points**

Evaluation will consider:

- Additional services or supports beyond minimum requirements
- Customer service and responsiveness
- Online ordering platforms and ease of use
- On-site services (e.g., fitting days, delivery coordination)
- Issue resolution and communication practices

**Maximum Points: 25**

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## **3. Previous Work With Customer – 25 Points**

Evaluation will consider:

- Prior experience working with Christian County Public Schools (if applicable)
- Demonstrated reliability and performance history
- Quality of communication and service delivery

**Maximum Points: 25**

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## **4. References from Schools of Similar Size – 15 Points**

Evaluation will consider:

- References from high schools of comparable enrollment
- Feedback regarding service quality, timeliness, and professionalism
- Longevity and stability of referenced partnerships

**Maximum Points: 15**

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## 5. Ability to Cover Entirety of Bid – 5 Points

Evaluation will consider:

- Vendor's demonstrated capacity to provide all required services
- Evidence of operational readiness and coordination

### Maximum Points: 5

**Note:** Inability to cover the entirety of the bid shall result in dismissal of the proposal, regardless of points earned in other categories.

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## VII. Evaluator Score Sheet (One-Page Instrument)

**Vendor Name:** \_\_\_\_\_

**Evaluator Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Evaluation Criteria	Max Points	Score Awarded
Cost	30	_____
Value-Added Services	25	_____
Previous Work With Customer	25	_____
References – Similar Size Schools	15	_____
Ability to Cover Entirety of Bid	5	_____
<b>Total Score</b>	<b>100</b>	_____

**Evaluator Comments / Justification:**

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### VIII. Award Considerations

Award will be made to the vendor whose proposal is determined to be **most advantageous to Christian County High School**, taking into consideration price, quality, service, and overall responsiveness to the requirements of this RFP. Lowest cost alone shall not be the sole determining factor.

#### **Christian County Board of Education Required Sworn Statement Regarding Violation of Campaign Finance Law**

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.395 and 45A.400, he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth and that the award of a contract to the bidder or offeror will not violate any provision of the campaign finance laws of the Commonwealth.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared before me \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and swore and acknowledged to me that he/she executed the same for the purpose and in the capacity therein expressed, and that the statements contained therein are true and correct.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
State

\_\_\_\_\_  
Printed Name

My Commission Expires: \_\_\_\_\_

**Christian County Board of Education  
Required Non-Collusion Affidavit**

\_\_\_\_\_ being first duly sworn, deposes and says that he/she is \_\_\_\_\_ of, \_\_\_\_\_, the party making the foregoing bid; that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company associations, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

Subscribed and sworn to (or affirmed) before me, on this \_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

\_\_\_\_\_

My Commission Expires: