

# REQUEST FOR PROPOSAL (RFP)

## West Point Consolidated School District

Athletic Apparel, Uniforms, Equipment, and Accessory Products

**Issue Date:** May 23, 2026

**Proposal Due Date:** June 8, 2026

### 1. Introduction

The West Point Consolidated School District (WPCSD) is seeking proposals for a multiyear contract from qualified vendors to provide athletic apparel, uniforms, equipment, and accessory products for its athletic programs. The purpose of this RFP is to establish a contract with a vendor that can offer high-quality products at competitive prices while meeting the needs of our student-athletes and staff. The vendor should provide the contract services on a one-year renewal basis for a term of up to four years. Selected vendor must be prepared for start of contract on July 1, 2026. WPCSD reserves the right to source items outside of the vendor contract at their discretion at any time.

### 2. Scope of Work

The selected vendor will be responsible for supplying athletic apparel, uniforms, equipment, and accessories for various sports programs at WPCSD. The scope includes, but is not limited to:

- Custom and stock uniforms for all sports teams
- Practice and game-day apparel
- Footwear and team accessories
- Sports equipment (e.g., balls, protective gear, training aids)
- Spirit wear and coaching gear
- Customization options (e.g., logos, embroidery, screen printing)
- On-time delivery and fulfillment of orders

### 3. Proposal Submission Requirements

Vendors responding to this RFP should provide the following:

- **Company Information:** Name, address, contact details, and a brief history of the company.
  - Company Information will include names of individuals, and credentials of individuals assigned to the WPCSD account.
- **Experience and Qualifications:** Overview of experience in providing athletic products to school districts.
- **Product Catalog:** A detailed listing of available products with specifications and pricing.
- **Customization Services:** Description of available customization options.
- **Pricing Structure:** Detailed pricing for standard and bulk orders, including any discounts.
- **Delivery and Fulfillment:** Lead times, shipping policies, and order fulfillment process.
- **References:** At least three references from current and/or previous school district clients.

- **Warranties and Return Policies:** Terms related to defective products, replacements, and returns.

#### 4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Pricing and discount structures (25%)
- Product quality and variety (15%)
- Vendor experience and references (15%)
- Customization and branding options (15%)
- Delivery and fulfillment reliability (15%)
- Customer service and warranty policies (15%)

#### 5. Timeline

- **RFP Release Date:** May 23, 2026
- **Publication Dates:** May 23, 2026 and May 30, 2026
- **Proposal Submission Deadline:** June 8, 2026 at 2:00pm CST
- **Vendor Selection and Notification:** June 15, 2026
- **Contract Start Date:** July 1, 2026

#### 6. Terms and Conditions

- WPCSD reserves the right to accept or reject any or all proposals and waive irregularities.
- Vendors may be required to present sample products upon request.
- The selected vendor must comply with all applicable state and federal regulations.
- All costs associated with proposal submission are the responsibility of the vendor.
- Address any concerns or issues regarding tariffs and any previously accumulated inventory.
- WPCSD is tax exempt and a copy of the tax exemption letter is available upon request.

#### 7. Submission Instructions

Proposals may be submitted electronically by the due date to [wpcsd.bids@westpoint.k12.ms.us](mailto:wpcsd.bids@westpoint.k12.ms.us) or a hard copy can be mailed or delivered to the following contact by the submission deadline. All submissions must include completed Pricing Schedule: form Attachment A

Attention: RFP Athletic Apparel  
Brad Cox, Athletic Director  
West Point Consolidated School District  
P.O. Box 656 or 359 Commerce Street  
West Point, MS 39773

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For any questions or clarifications, vendors may contact Brad Cox at [brad.cox@westpoint.k12.ms.us](mailto:brad.cox@westpoint.k12.ms.us) prior to the submission deadline.

We appreciate your interest and look forward to reviewing your proposal.

# Attachment (A) Pricing Schedule

All purchase prices shall be based on discount off of the manufacturer's list price, current issue, and shall include all freight charges for standard delivery to West Point High School, 90 S. Eshman Ave., West Point, MS 39773. All deliveries will be made to the WPCSD Athletic Department.

Manufacturer Name \_\_\_\_\_

Title and Date of Applicable Catalog(s) \_\_\_\_\_

Applicable Pages of Catalog(s) \_\_\_\_\_

Date of pricelist discount is applied to \_\_\_\_\_

Stock Items, Apparel \_\_\_\_\_ %

Stock Items, Practice Wear \_\_\_\_\_ %

Footwear \_\_\_\_\_ %

Custom Items Uniforms \_\_\_\_\_ % (may include tackle twill, embroidery or screening)

Modified Custom Apparel Items \_\_\_\_\_ %

Apparel-related accessories \_\_\_\_\_ % (i.e. batting gloves, football gloves, and head bands, etc.)

Note that West Point will entertain proposals which break down categories of product even further (for example by sport). Vendors wishing to do so should provide clear and complete information on a separate sheet(s) of paper. West Point reserves the right to accept, reject or negotiate any such proposal.

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

Printed Name of Representative \_\_\_\_\_

Signature of Representative \_\_\_\_\_

\*Remember to use a separate sheet(s) of paper as necessary to offer or suggest additional financial incentives as mentioned in the Proposal Submission Requirements section.