



REQUEST FOR PROPOSAL

Classroom Consumable Supplies

FurLOW Charter School is soliciting proposals for classroom supplies for the 2026-2027 school year.

SCOPE OF WORK

- Potential responders should submit proposals that include a completed spreadsheet as attached.
- Preferred brands are listed, and examples of products are linked in the attached spreadsheet to show product type.
- Responders should notate whether they will be able to provide the preferred brand, and if not- the brand provided, as well as the quantity provided.
- Quantities should meet the needs listed to the nearest rounded up unit. For example, if 38 items are needed, but they come in a unit of 40, the quantity provided should be 40. A class set should provide for 24-25 students.
- Please provide lead times for shipping and delivery, and delivery needs and expectations. FurLOW Charter School does not have a loading dock. A liftgate would be necessary for large deliveries.
- Partial shipments should be clearly labeled.

PROPOSALS ARE DUE BY 5:00 PM ON JULY 10, 2026.

FORM OF PROPOSAL

Proposals should consist of the following information:

- Identification of the point of contact for this RFP process with phone number and email
- Anticipated delivery time, no later than July 31, 2026, or shipping available items sooner, etc.
- Itemized list of supplies including name brands and amounts - see template attached
- Proposed costs, shipping, and time of delivery

PROPOSAL SUBMISSION

All proposals should be submitted with this spreadsheet. Click the link to view, make a copy, or download for your use. [FurLOW Charter Supply RFP](#)

Proposals should be emailed to sduff@furLOWcharter.org.

The due date for proposals is July 10, 2026. Awarded proposal will be notified July 22, 2026.

Please address questions to Stephanie Duff, Chief Financial Officer, sduff@furLOWcharter.org
The deadline for questions is July 3, 2026. Any questions received and answers will be posted as an addendum on July 6, 2026 on our website at <https://www.furLOWcharter.org/purchasing>

Evaluation Criteria

Proposals will be evaluated based on:

| Criteria | Weight |
|--------------------------------------|--------|
| Cost Competitiveness | 30% |
| Ability to Fulfill Majority of Order | 25% |
| Product Quality/Brand Alignment | 20% |
| Shipping & Delivery Timeline | 15% |
| Vendor Reliability/Experience | 10% |