

PANOLA COLLEGE
REQUEST FOR PROPOSAL (RFP)
Panola College Store

Description: Sale of Scrubs and Nursing Supplies

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate Panola College to award a contract, and Panola College reserves the right to cancel this RFP if it is considered to be in its best interest. Any vendor proposals that are submitted must be clear and concise. Proposals that do not conform to the RFP format or specifications may be rejected. Responding vendors must include the required information called for in this RFP. Panola College reserves the right to reject a proposal if required information is not provided or is not organized as directed. Panola College reserves the right to accept or reject any and all proposals. Panola College reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the Panola College website www.panola.edu. For this RFP, posting on the captioned website above constitutes written notification to each vendor. Vendors are expected to review information on the site carefully before submitting a final proposal.

Date of RFP Issuance: 11/7/2018

1. GENERAL NATURE OF RFP

Objective/Purpose

Panola College is requesting proposals for a vendor to perform the following services: Provide students with quality scrubs and medical supplies required for classes related to the Health Sciences programs at Panola College.

Key Dates

Scrubs will need to be available year round for Panola College students. However, the College would also require that at least three times a year, at the start of each semester, the scrub company must come on campus to sell scrubs and supplies. These dates will be available as soon as possible, but they depend on financial aid being available to students at the start of each semester, so the dates could vary from year to year.

2. GENERAL SELECTION & SERVICE / WORK CRITERIA

Expectations for the successful vendor:

- Meet with the Health Sciences Dean, Chair and all appropriate staff at Panola College at least once a year.
- Provide the materials and colors that are decided as appropriate for each program.
- Continue to research new brands, quality, reliability, prices, delivery terms, and other more viable options for the students. Explain those options to the Dean, Chair, Directors and all appropriate staff during the yearly meetings.
- Provide excellent customer service to our Panola College students, both in the vendor's scrub store and to the students who shop in the Panola College Store.

Vendor Services Required

General criteria upon which proposals will be evaluated include, but are not limited to, the following. The successful vendor will:

- Schedule to come out to the Panola College Store the morning that financial aid becomes available to students each semester, which occurs three (3) times a year.
- Meet on a timely basis with each director and secretary for each Health Sciences program, such as Medical Assisting (MA), Registered Nurse (RN), Licensed Vocational Nursing (LVN), Medical Lab Technician (MLT), Health Information Technician (HIT), Occupational Therapy Assistant (OTA), and Cosmetology to insure the vendor will have the required scrubs and nursing supplies available for each upcoming semester.
- Confirm the dates that the vendor will be present at Panola College to meet with the approved Health Sciences personnel and the Panola College Store employees.
- Project the amount of scrubs and nursing supplies (i.e. stethoscopes, watches, penlights, bandage scissors, compression socks, hemostats, blood pressure cuffs, bags, nursing shoes, badge reels, etc.) needed for each Health Sciences program after registration, and provide this data to the Panola College director and secretary for each program.
- Order enough scrubs and supplies for each student in each program, and have these items available on hand on the day of our college show, which occurs 3 times a year at the start of each semester.
- Bring all requested inventory to the Charles C. Matthews Student Center for the students' convenience at the Panola College Store's designated times. Display the items on racks for easy shopping and bring three, at a minimum, Sales Associates to handle the major rush after orientation. It takes at least three sales associates to handle the student shoppers for all the Health Sciences programs, including setting up, assisting students in finding the required fit, and then walking them down to the Panola College Store so that the student can then check out.
- Work with the Panola College Store Manager to verify the exact dates for the availability of student financial aid at the start of each semester.
- Provide a 15% discount to the Panola College Store to cover the administrative costs of the paper work and other activities involved in handling the sale of the scrubs and nursing supplies.
- Offer the students the use of their financial aid if they shop in the vendor's scrub store during Panola College Store hours. The timing is to ensure that financial aid can be verified by the Panola College Store cashiers.
- Offer in-house embroidery of Panola College monograms to insure fast and accurate service, and replace garments for free that are damaged by the embroidery machine.
- Before and after each of the college scrub shows on the Panola College campus, prepare for early and last-minute students that will come into the vendor's scrub store to shop.
- After the scrubs are embroidered, they should be bagged with the student's receipt and name on it and delivered to the Panola College Store for pick up. Everything must be labeled to ensure that finding the student's scrubs is easy for College Store employees.

The vendor is required to communicate with the students so that the students are aware when their scrubs will be delivered to the Panola College Store.

- Offer mailing service to students who live out of town.
- Offer in-store pick-up at the vendor's location.
- The scrub store must be authorized to sell the brands and colors that have been approved by each student's instructors. Those brands include Cherokee, WonderWink, Nurse Mates, Littman, McCoy and Prestige. The vendor must be able to provide proof of this authorization with their completion of the RFP. Being an authorized vendor insures getting the scrubs in a timely manner and keeping costs down for Panola College students.
- Protect Panola College students' identities using industry best practices for identity theft protection. The vendor must have a Point-Of-Sale system that is insured and protected from hacking and other attacks. The vendor shall include evidence of their ability to transmit student Personally Identifiable data between the vendor and the College Store.
- Ensure that all of the vendor's employees are well trained and informed on what each Panola College Health Sciences program requires. The vendor and the Panola College Store need to guarantee the absolute best customer service, ensuring every student feels confident they will be provided quality products at reasonable prices and in a timely manner.

3. SUBMISSION GUIDELINES

Proposals will not be considered unless they meet the expectations and vendor selection criteria above, including manufacturer brand names. Proposals should demonstrate the vendor's understanding of the nature and scope of the project and should include the following:

- a. A Proposal Summary.
- b. Description of the vendor's capabilities to meet the required services and actions described above in Section 2 of this document.
- c. Guarantee of the vendor's ability to make regular and timely visits to Panola College for meetings with Panola College Store employees and selected employees from the Health Sciences programs, as needed to perform the services described in this RFP.
- d. The vendor company name, contact person, address, telephone number, and signature. Proof of authority of the person signing the vendor's proposal must accompany the response.
- e. The vendor's relevant experience with similar projects.
- f. Three (3) professional references (include contact names, organization name, address, email address and telephone numbers).
- g. Please explain in detail how services, prices, discounts and expenses will be billed.

Sealed proposals should be submitted to the attention of: Mr. Troy Caserta, Vice President of Fiscal Services, 1109 West Panola, Carthage, TX 75633. The RFP description should be clearly marked on the outside of the envelope. All proposals must be received no later than 9:00 A.M. on Friday November 30, 2018. Late proposals and proposals submitted via e-mail or fax will not be accepted. Requests for additional information may be directed to Mr. Troy Caserta, Vice President of Fiscal Services, at 903-693-2023.

4. SELECTION PROCESS AND EVALUATION CRITERIA

The selection committee will include the Vice President of Fiscal Services, the Controller, the Panola College Store Manager, representatives from Health Sciences, and any other Panola College employees yet to be determined. This group will evaluate the proposals and make the final decision as to the proposal that offers the best value for the College based on the selection criteria outlined in this RFP. Panola College reserves the right to add or remove membership to the selection committee based upon availability to meet the proposed deadlines.

An award will be based on a review and analysis of the selection committee's evaluation scores and negotiation of the proposal that best meets the needs of the College. Submission of a proposal represents concurrence with this method of evaluation and award. Also, respondents shall not, under any circumstances, dispute any award made using this method. Proposals will be evaluated using the following criteria, which are listed below. Panola College reserves the right to award an agreement not based only on the price benefit to the College, but on the criteria that best meet the College's requirements and goals. The College shall be the sole judge of determining which proposal represents the best value to the College.

Criteria:

- 15% - Cost benefit to the College based on the vendor's expressed understanding of proposal objectives and expectations described above in Section 2 of this RFP
- 15% - Work plan quality, including completeness, thoroughness, and detail of response as reflected by the proposal's coverage of all required elements
- 10% - Effect of the sales activity on the College's productivity
- 10% - Price of scrubs and supplies, including required brands and colors that are offered to the students
- 10% - Responses from professional references provided by the supplier
- 10% - The supplier's track record of effectively delivering desired service outcomes
- 10% - The supplier's ability to communicate clearly and respectfully about business matters, and the likelihood of risks related to unsuccessful contract performance
- 10% - Possible costs outside of the contract terms to remedy poor outcomes
- 10% - Possible College staff time needed for processing and tracking sales, deliveries and payments, based on data provided by the supplier.

5. SELECTION AND IMPLEMENTATION TIMELINE

Wednesday, November 7, 2018
Wednesday, November 14, 2018

Publish RFP notice in local newspaper
Publish RFP notice in local newspaper

Friday, November 30, 2018, 9:00 a.m.

Deadline for RFP Proposal submissions

Monday-Friday, December 3-7, 2018
Complete selection process. Notify respondents.

Review RFP submitted proposals.

Monday-Friday, December 10-14, 2018
development process.

Selected firm will participate in contract

Panola College shall select the vendor(s) whose proposal and oral presentation, if requested, demonstrates in Panola College's sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. Panola College reserves the right to accept or reject any and all proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of Panola College.

6. CONTRACT TERM

Panola College desires to enter into a contract with the successful vendor. The contract will be effective for the Panola College Spring Semester (Beginning in January 2019) and the length of such contract shall be for 36 months (three consecutive years), with the right resting in the College with 30 days' notice to extend the term of the Agreement, subject to the same terms and conditions, for an additional twelve (12) months for up to a total of five (5) years. If Panola College and the vendor are unable to negotiate and sign a contract by January 11, 2019, then Panola College reserves the right to seek an alternative vendor.

Parties to this contract shall be Panola College and the successful vendor.

7. CONTRACT TERMINATION

Panola College may cancel the contract upon 30 days written notice, with or without cause. The vendor may cancel the contract upon 181 days' written notice, with or without cause.

8. APPLICABLE LAW

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Texas.

9. CONTRACT ASSIGNMENT

A contract or any part thereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of the Vice President of Fiscal Services of Panola College.

10. ENTIRE AGREEMENT

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of the contract are void and superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

11. PROPOSAL REJECTION AND WAIVER OF INFORMALITIES

This RFP does not obligate Panola College to award a contract or complete the proposed activities, and Panola College reserves the right to cancel this RFP if it is considered to be in its best interest. Panola College also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

- a. reject any and all proposals received in response to this RFP;

- b. select a proposal for contract negotiation other than the one with the lowest cost;
- c. negotiate any aspect of the proposal with any vendor;
- d. terminate negotiations and select the next most responsive vendor for contract negotiations;
- e. terminate negotiations and prepare and release a new RFP;
- f. terminate negotiations and take such action as deemed appropriate.

12. LEGAL REQUIREMENT

The vendor must certify that it is not currently and shall not boycott Israel during the entire Agreement period.