



Board Agenda Item #	IV I: Action Item
Date:	June 24, 2021
To:	Magnolia Public Schools Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	Suat Acar, Chief Operations Officer
RE:	2021-22 Uniform RFP Winning Bid Selection

Proposed Motion

I move that the board approve DM Graphics as the vendor to win the 2021-22 Uniform RFP in order to provide the free sets of uniforms for all MPS Students within the 2021-22 School Year.

Introduction

MPS Home Office Accountability Team included the "free uniform set" language in our 2020-21 Student/Parent Handbook and the Board approved the Handbook on 7/23/20 with the required language. Later the team went back to the Board again to remove the "free uniform set" language due to the pandemic/Distance Learning/Budget Concerns/Uncertainty and asked the Board to approve the revised Handbook on 8/6/20. When the revised Handbook was approved, we included in the cover page the following statement:

"It is our intent that we introduce the new system of making one uniform set of required MPS logo uniform pieces available to each student free of charge in the 2021-22 school year."

The team explained it to the Board on 8/6/2020 verbally as well. [Appendix 4]

MPS Operations then took over the RFP Process and started collaborating with Students Services, Finance AP department and school leaders to prepare the below chart showing the needs of each site.

Background

In order to find the best products, services and the most feasible prices, the home office operations department posted an RFP on March 31, 2021 on MPS Website under bidding opportunities 2020-21 whose deadline to respond was April 29, 2021. [Link Below in the Appendix]

We received the responses of two companies by the deadline. These companies are:

- 1- French Toast (FT)
- 2- DM Graphics (DM)

The operations department formed an Evaluation Committee to go over the responses. The Evaluation Committee had 3 school principals, 1 dean, 1 finance department representative and the Chief Operations Officer. The Evaluation Committee met several times and had email chains to discuss responses to additional questions we had for vendors to clarify. Evaluation Committee had several Zoom meetings as well as phone calls with vendors on top of the email communications before reaching a final decision.

We went over each RFP Response to check for the following:

- 1- If a response is given to each request on the RFP
- 2- Proper pricing and product information is provided or not
- 3- Supply management will be properly conducted or not
- 4- Company professional standing and references

Analysis

Quality of Products Professional Standings:

The quality of the proposed uniforms of both companies were acceptable. DM Graphics is a local approved vendor of MPS and schools have used their products and services for several years. FT, on the other side, is a nationwide vendor whose products are available through online purchase as well as on Amazon. FT also serves several LA Charter School Networks.

DM sent physical samples along with the RFP response and the evaluation committee had the chance to see the samples, whereas FT has not made the samples available at the day of the evaluation committee meeting. Instead, the Evaluation Committee relied on the several thousands of positive customer reviews on Amazon.com for the uniform products they sell online.

Prices:

The prices DM Graphics proposed are almost half the prices of FT. This has been one of the significant differences between DM vs FT responses. Please see price charts attached to this board document. [Appendix 2 and 3]

Supply:

The DM already has the entire supply ready in its warehouse for all sets of uniforms. DM stated that since they have served MPS Schools for many years; therefore they are always well stocked for all MPS uniforms, including an acceptable MPS logo on the uniform sets. On the other hand FT stated in its supplemental letter that they may have product shortages and therefore they suggested a staggered supply timeline for several items starting on October 2021, instead of the back-to school nights. Because of the same reason, they could not provide prices for some of the items in the RFP. [Appendix 3]

Budget Implications

- Amounts/ Funding Source

The below chart 1 has all the sites, their enrollment counts for this year to serve as an estimate for 2021-22 and all types of uniforms and the requested possible colors and designs each site plans to distribute for free to the students.

Free student uniforms can be funded by LCFF supplemental/concentration funds since it contributes to low-income students. It is already included in the LCAP templates of schools as part of the action language/expense description for Goal 4: Action 3.

Below Chart 3 shows the breakdown for each school as well as the total cost for MPS.

2021-22 UNIFORM COST ANALYSIS BASED ON THE PRICES OF DM GRAPHICS												
CHART 1		The numbers in this chart show how many sets to be given for free to each student										
		MSA 1	MSA 2	MSA 3	MSA 4	MSA 5	MSA 6	MSA 7	MSA 8	MSA SA 6-12	MSA SA Elem	MSA San Diego
Enrollment/Price		740	485	416	115	270	80	292	430	295	255	422
# of MPS Polo Shirts to provide	\$6.90	1	1	1	1	1	1	1	1	1	1	1
# of Hoodie sweater	\$13.90	1	1	1	1	1	1	1	1	1	1	1
# of zip up Hoodie Sweater	\$16.90	0	0	0	0	0	0	0	0	0	0	0
# P.E Sweat Pants	\$13.00	0	0	0	0	0	0	0	0	0	0	0
# windbreaker	\$30.00	0	0	0	0	0	0	0	0	0	0	0
# of P.E. T-Shirts	\$3.65	1	1	1	1	1	1	1	1	1	1	1
# of P.E. Shorts (only applicable if we require logo on shorts)	\$5.50	0	0	0	0	0	0	0	0	0	0	0
Site Total Cost		\$18,093	\$11,858	\$10,171	\$2,812	\$6,601	\$1,956	\$7,139	\$10,513	\$7,212	\$6,234	\$10,318
MPS TOTAL		\$92,910										

- CFO Review: APPROVED

Appendix

- 1- Appendix 1: 2021-22 Uniform RFP Posting Link under the “Bidding Opportunities 2020-21” title:

https://magnoliapublicschools.org/apps/pages/index.jsp?uREC_ID=287195&type=d&termREC_ID=&pREC_ID=841016

- 2- Appendix 2: DM Graphics Price Chart

(Sample) Item Description	Size Available	Color Options	Price Per Item
Polo Shirt with school logo	See Attached Order Form		\$ 6.90
Polo Shirt with school logo long sleeved			\$ 11.00
P.E. T-Shirt			\$ 5.65
P.E. Shorts			\$ 5.50
P.E. Sweat pants			\$ 13.00
Hoodie Sweater			\$ 13.90
Zip up sweater			\$ 16.90
Jacket (wind breaker)			\$ 30.00

- 3- Appendix 3: FT Price Chart. Please note that they did not submit some prices due to lack of stock on their end, and uncertainties of the market and supply chain.

Delivery Option 1			
Item	Color	Logo	Price
Youth Short Sleeve Polo	Navy or Gray	Embroidery	\$10.98
Adult Short Sleeve Polo	Navy or Gray	Embroidery	\$13.98
Notes	1. Unlimited quantity in either color. 2. Delivery direct to the school 8/1.		

Delivery Option 2			
Item	Color	Logo	Price
Youth Short Sleeve Polo	Navy/Gray	Heat Transfer	\$11.98
Adult Short Sleeve Polo	Navy/Gray	Heat Transfer	\$14.98
Notes	1. Product mix must be 2/3 navy 1/3 gray. 2. Delivery direct to the school 7/1.		

Delivery Option 3			
Item	Color	Logo	Price
Youth Short Sleeve Polo	Navy/Gray	Embroidery	\$12.98
Adult Short Sleeve Polo	Navy/Gray	Embroidery	\$15.98
Notes	1. Product mix must be 2/3 navy 1/3 gray. 2. Delivery direct to the school by 7/15.		

- 4- Appendix 4: 8/6/2021 Approval for Revised 2020-21 Student Handbook



Note:
This item was taken and approved by
the MPS Board on August 6, 2020

Board Agenda Item #	III B: Consent Item
Date:	August 6, 2020
To:	Magnolia Board of Directors
From:	Alfredo Rubalcava, CEO & Superintendent
Staff Lead:	David Yilmaz, Chief Accountability Officer
RE:	Approval of the Amended MPS 2020-21 Student/Parent Handbook

Proposed Board Recommendation

I move that the board approve the amended MPS 2020-21 Student/Parent Handbook.

Background

The Board approved the MPS 2020-21 Student/Parent Handbook at its meeting on July 23, 2020. This item is asking the Board for approval of an amendment to the Handbook that the schools have recently requested (after the Board approval of the Handbook). The amendment is to remove the following section from the Handbook.

A Free MPS Uniform Set

MPS will provide a safe, nurturing, and engaging learning environment for all our students and families. Academic and social-emotional support will be provided to address student needs as well as instructional materials including a free uniform set.

MPS will make one uniform set of required MPS logo uniform pieces (an MPS logo top, an MPS logo outerwear piece, and MPS logo P.E. Uniform) available to each student free of charge for the student’s use during the school year. If parents/guardians or students want to purchase additional MPS logo pieces, they may do so through the school’s uniform vendors.

MPS was planning to provide one free MPS uniform set to each student free of charge for the 2020-21 school year. Our practice to date has been that we support students who inform us they are in need with available free uniforms. This new commitment in the Handbook had the purpose of introducing a system where *all* students -not just students in need- would be given access to a free set of uniforms (an MPS logo top, an MPS logo outerwear piece, and MPS logo P.E. Uniform). Our school sites have held budget meetings in the past few weeks to finalize their 2020-21 budgets. Those meetings resulted in the school administrators’ decision to drop the uniform cost from their budget. They chose to shift the available budget to other areas of need, mostly to support and enhance their distance learning programs. Another rationale was that students do not need uniforms during distance learning and even if schools moved to hybrid learning during the year the current plans are based on each student’s two-day per week in-person

attendance.

It is our intent that we introduce the new system of making one uniform set of required MPS logo uniform pieces available to each student free of charge in the 2021-22 school year.

Budget Implications

\$50 per student was originally budgeted for the purchase of uniforms, which will now be used for other expenses. It makes a total of \$200,000 for about 4,000 students.

How Does This Action Relate/Affect/Benefit All MSAs?

This action will help the schools with their 2020-21 budgets.

Name of Staff Originator:

David Yilmaz, Chief Accountability Officer

Exhibits (Attachments):

- MPS Student-Parent Handbook_2020-21