

School Year Procurement Timeline — Annual Planning Template

Education School Uniform Solutions — Lantaowork.com

Purpose

This 8-month planning calendar maps the complete school uniform procurement cycle from RFP release to back-to-school delivery. Use it as a Gantt-style planning tool for your district's annual uniform program.

53+	98.5%	7 Days	25-30 Days
SCHOOLS SERVED	ON-TIME RATE	SAMPLE TURNAROUND	PRODUCTION CYCLE

Monthly Planning Calendar — August Back-to-School Target

January PLANNING PHASE Week 1-2: Convene uniform committee. Define requirements: garment types, fabric preferences, branding specs, budget ceiling. Week 3-4: Draft and release RFP. Distribute to minimum 5 qualified suppliers. Set 4-week response window.
February EVALUATION PHASE Week 1-2: Receive RFP responses. Pre-screen using Compliance & Qualification checklist (see RFP Checklist PDF). Week 3-4: Request physical samples from shortlisted suppliers (top 2-3). Verify compliance documents: CPSIA certificates, OEKO-TEX certs, lab reports. Schedule supplier calls or visits.
March CONTRACTING PHASE ⚠️ CRITICAL DEADLINE Week 1-2: Evaluate physical samples against spec. Confirm lab-dip colors under D65 lighting. Select supplier. Week 3: Sign contract. Lock pricing in local currency for program duration. Submit PO with final quantities. Week 4: Submit approved size charts and grade rules. Provide student measurement data if custom sizing. FIRM DEADLINE: MARCH 31
April — May PRODUCTION PHASE April Week 1-2: Supplier begins production. Receive pre-production samples (PPS) for final sign-off. April Week 3-4: Mid-production QC inspection. Factory visit or third-party inspection. Review in-line inspection report. May: Production continues. Mid-May: receive mid-production QC photos and status report. Address any quality findings. Confirm packaging specifications (per-student packaging, labeling).
June LOGISTICS PHASE Week 1-2: Production completion. Pre-shipment final inspection (AQL 2.5, Level II). Review final QC report including lab test results. Week 3-4: Shipment release. Ocean freight dispatch. Receive shipping documents: bill of lading, commercial invoice, packing list, certificate of origin. Track vessel ETA.

July

DELIVERY PHASE

Week 1-2: Vessel arrival at destination port. Customs clearance (DDP: handled by supplier).

Week 3-4: Inland transport to school(s). Carton receipt and inventory check. Spot-check packaging integrity.

August

CLOSEOUT PHASE

Week 1-2: Distribute uniforms to students. Open size exchange window. Collect fit issues.

Week 3-4: Compile size exchange requests. Submit to supplier. Receive replacements. Close exchange window. Begin planning for next year's cycle.

Non-August Calendar Adjustments

TARGET DELIVERY	CONTRACT DEADLINE	NOTES
January (semester 2 start)	Mid-August (prior year)	Compact timeline; recommend air freight for Dec production
April (mid-year replenishment)	Mid-November	Lower volume; ideal for new supplier trial orders
August (back-to-school)	Mid-March	Standard cycle. Most cost-effective with ocean freight

Key Milestone Checklist

- ☐ **RFP Released** — January (or 8 months before target delivery)
- ☐ **Supplier Selected** — End of February (or 6 months before delivery) ⚠️
- ☐ **Contract Signed + PO Issued** — Mid-March (or 5 months before delivery) ⚠️ CRITICAL
- ☐ **Pre-Production Sample Approved** — Early April
- ☐ **Mid-Production QC Completed** — Late April / Early May
- ☐ **Final QC + Shipment Released** — June
- ☐ **Goods Received at School** — July
- ☐ **Student Distribution + Size Exchange** — August

Risk Note: Missing the March contract deadline by more than 2 weeks creates a high risk of delayed August delivery. If your RFP process runs late, request air freight pricing as a backup option (approximately 40% cost premium; 5-7 day transit).