

School Uniform RFP Structure Checklist

Education School Uniform Solutions — LantaoWork.com

Purpose

This checklist ensures your Request for Proposal (RFP) includes all critical sections that procurement directors, school boards, and parent committees need to evaluate uniform suppliers. Items marked with **COMMONLY MISSED** are frequently omitted in district RFPs and lead to costly post-award surprises.

Section 1: Supplier Qualification

- ☐ **Years in School Uniform Manufacturing** — Require minimum 5 years with verifiable school/uniform client references. **COMMONLY MISSED**
- ☐ **ISO 9001:2015 Certification** — Current certificate, scope must include apparel manufacturing.
- ☐ **OEKO-TEX or Equivalent Safety Cert** — For children's products, Class I or Class II required.
- ☐ **In-House Production Capacity** — Minimum X lines, Y pieces/month capacity. Distinguish in-house vs. subcontracted. **COMMONLY MISSED**
- ☐ **Minimum 3 K-12 Education References** — Include contact details, program size, years served.

Section 2: Compliance Documentation (Per-Batch)

- ☐ **CPSIA Children's Product Certificate (CPC)** — Per-batch, not annual. CPSC-accepted lab (US RFPs).
- ☐ **CCPSA Compliance Documentation** — Including children's sleepwear flammability (Canada RFPs).
- ☐ **UK REACH SVHC Declaration** — Per-batch substance declaration (UK RFPs).
- ☐ **AS/NZS 4399 UPF Test Reports** — NATA or equivalent accredited lab (Australia RFPs).
- ☐ **Heavy Metal / Phthalate / Formaldehyde Lab Reports** — Per-batch, accredited third-party laboratory. **COMMONLY MISSED**

Section 3: Product Specifications

- ☐ **Fabric Composition & Weight** — GSM $\pm 5\%$ tolerance. Fiber blend ratios specified per garment type.
- ☐ **Color Matching Standard** — Pantone reference per garment. Lab-dip approval process. Delta E tolerance. **COMMONLY MISSED**
- ☐ **Size Range & Grade Rules** — Age bands (e.g., 2-4, 5-7, 8-10, 11-13, 14-16+), fit options (slim/regular/fuller).
- ☐ **Embroidery / Crest Specification** — Maximum colors, minimum text height, digitization ownership.

☐ **Care Labeling Requirements** — Per market regulations (CPSIA tracking label, CA Number, UKCA/CE, bilingual).

Section 4: Pricing & Financial Terms

☐ **Per-Unit Pricing by Garment Type** — Including all fabric, trim, labor, and packaging costs.

☐ **DDP (Delivered Duty Paid) or FOB Terms** — Specify. DDP includes freight, duty, inland transport.

COMMONLY MISSED

☐ **Multi-Year Price Lock Option** — Fixed price for 3-5 years in local currency (USD/CAD/GBP/AUD).

☐ **MOQ & Tiered Pricing** — Price breaks at different quantity levels. Small-batch surcharge policy.

☐ **Payment Terms** — Deposit %, balance due before shipment/on delivery, letter of credit options.

Section 5: Delivery & Logistics

☐ **Production Lead Time** — From PO + approved sample to ex-factory. Include sample approval timeline.

☐ **Shipping Method & Transit Time** — Ocean freight days to destination port + inland transit to school.

☐ **Packaging Specification** — Per-student packaging with barcode, school-level carton marking.

☐ **Size Exchange / Returns Policy** — Window duration, who covers shipping, defect resolution timeline.

Section 6: Evaluation Criteria (Recommended Weighting)

CRITERIA	WEIGHT	KEY QUESTIONS
Compliance Capability	30%	Per-batch lab reports? Market-specific certs? Document turnaround?
Product Quality	25%	Fabric specs? Color match process? QC sampling standard?
Price Competitiveness	20%	Total delivered cost? Multi-year lock? Hidden fees?
Delivery Reliability	15%	On-time record? Production capacity? Contingency for delays?
Service & Communication	10%	Dedicated account manager? RFP response time? Problem resolution?

Pro Tip: Send this checklist as a pre-qualification questionnaire before releasing the full RFP. Suppliers who cannot check all boxes in Sections 1-2 should not receive the full bid package, saving your committee 30-50 hours of review time.