

December 6, 2022

240-740-7600

RFP Number: 4366.3
Due Date: January 13, 2023
Open Time: 2:00 p.m.

To: Prospective Respondents:

The purpose of this Request for Proposal (RFP) is to seek a qualified vendor to provide backpacks and school supplies for the MCPS GIVE BACKpacks campaign. The vendor will provide between 10,000 to 60,000 affordable, high-quality backpacks, pre-packaged with specified school supplies, to elementary and secondary students each year.

A virtual Pre-Proposal Conference for prospective contractors will be held on December 19, 2022, from 2:30 p.m.–3:30 p.m., using Zoom. Please see Section 13.0 for the Zoom meeting information. Questions regarding the RFP must be submitted by 4:00 p.m. on December 13, 2022.

Please respond according to the instructions provided in the attached. Submissions must be received on or before 2:00 p.m., on January 13, 2023. Submissions received after this date and time will not be considered.

The contractor must submit their offer per the instructions under the RFP, Section 8.0 Mandatory Submissions. The submission must be signed by an official having authority to contract with MCPS. The firm and official's name shall be used. This solicitation does not commit the district to pay any costs incurred in the submission of proposals or guarantee that an award will be made.

In the event of emergency closing of the MCPS Board of Education offices, this RFP will open at the same time on the next regular working day.

Sincerely,



Angela McIntosh Davis, Director
Division of Procurement

AMD
Enclosure