



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

State of Delaware

Law Enforcement Uniforms

Request for Information

Request No. GSS19844-LAW_UNFRMS

January 7, 2019

- *Deadline to Respond* -
January 25, 2019
3:00PM (Local Time)

Date: January 7, 2019

REQUEST for INFORMATION NO. GSS19844-LAW_UNFRMS

This Request for Information (RFI) will **not** result in award of a competitively bid contract.

The State of Delaware, Government Support Services, is seeking market information on law enforcement uniforms. The information gathered may or may not lead to the issuance of a Request for Proposals.

Responses to this Request for Information will remain confidential until such time as a determination is made on whether the State will move forward with a Request for Proposal for any one or more types of law enforcement uniforms. If a decision is made to move forward with a Request for Proposal, the responses to this Request for Information will remain confidential until the completion of the Request for Proposal process.

All responses to this Request for Information shall be submitted in a sealed envelope **clearly displaying the request for information number and vendor name** by January 25, 2019, at 3:00 PM (Local Time).

Responses must be mailed to:

**State of Delaware
Government Support Services
GSS19844-LAW_UNFRMS
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

Please review and follow the information and instructions contained in this Request For Information (RFI). Should you need additional information, please contact Maria Bagley at maria.bagley@state.de.us .

I. INTRODUCTION

A. RFI DESIGNATED CONTACT

All requests, questions, or other communications about this RFI shall be made in writing to the State of Delaware. Address all communications to the person listed below; communications made to other State of Delaware personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

**Maria Bagley
State of Delaware
Government Support Services
100 Enterprise Place, Suite 4
Dover, DE 19904-8202
or
maria.bagley@state.de.us**

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

B. CONTACT WITH STATE EMPLOYEE

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their response from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business.

C. RFI OBLIGATION

The RFI is a request for information only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide, further referred to as Vendor Information Packages (VIP) as a response to this RFI nor the State's remarks or responses to the VIP's of any individual vendor, will be considered binding for a future contract.

D. RFI QUESTION AND ANSWER PROCESS

The State of Delaware will allow written requests for clarification of the RFI and its attachments. All RFI questions shall be received no later than January 14, 2019. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by the date of January 18, 2019. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

Section number

Paragraph number

Page number

Text of passage being questioned

All questions may be submitted by email to: maria.bagley@state.de.us

Or, questions may be submitted by mail to the RFI designated contact address identified above, but must be received by the “no later than” RFI questions deadline specified.

Questions not submitted electronically shall be accompanied by a CD and all questions shall be formatted in Microsoft Word.

II. SCOPE OF WORK

A. PURPOSE / BACKGROUND

The purpose of this RFI is to provide the State of Delaware with information regarding vendor interest and capabilities providing law enforcement uniforms. The State of Delaware invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Delaware may reference this material as indicative of industry capabilities and in the event the State of Delaware issues a Request for Proposal (RFP), the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

B. STATEMENT OF NEEDS

The majority of Law Enforcement Agencies throughout the State of Delaware utilize custom made, off the bolt, uniforms for their officers. The State is looking for alternate solutions to custom made uniforms that will provide a high quality product that ensures officers are able to complete the tasks required in their job without obstructions from ill-fitting apparel.

Complete Law Enforcement Uniforms include badges, patches or insignia, hash marks or bars, as well as accessories, such as ties, hats, hat straps, belts, etc. The State is seeking solutions for full uniform compliments that can accommodate multiple Law Enforcement Agencies throughout the State of Delaware. Shoes and body armor are not included in the full uniform compliment.

Law Enforcement Agencies need the flexibility to be able to order replacement uniform apparel in the desired quantities needed, either one piece or a full uniform compliment for new officers, within a reasonable time frame.

III. VENDOR INFORMATION PACKAGE (VIP) REQUIREMENTS

A. COVER LETTER

Each VIP response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to

provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number and email address.

B. DESCRIPTION OF SERVICES AND QUALIFICATIONS

Each response must contain a detailed description of how the Vendor could provide the goods and services outlined in this RFI. This part of the response may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

C. NUMBER OF COPIES WITH MAILING OF RESPONSE

Each VIP response must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk. VIP responses are to be sent to the State of Delaware and received no later than 3:00 PM (Local Time) on January 25, 2019. The VIP response may be delivered by Express Delivery (e.g., FedEx, UPS, etc.), US Mail, or by hand to:

**State of Delaware
Government Support Services
GSS19844-LAW_UNFRMS
100 Enterprise Place, Suite 4
Dover, DE 19904-8202**

Any response submitted by US Mail shall be sent by either certified or registered mail. Any response received after the date and time deadline referenced above shall be returned unopened.

D. VENDOR INFORMATION PACKAGE (VIP) RESPONSE

1. SERVICE

Identify how your company has the capability to provide the commodities and services described in the Statement of Need. In the event your company is capable of providing additional services related to the Statement of Need that are not already identified, please separate the VIP response by service/commodity.

2. EXPERIENCE

Provide a list of current Law Enforcement Agencies, Federal, State, and or Local, which you currently provide uniforms and accessories as described in the Statement of Needs. Include the length of service, composition of uniform (to include Manufacturer) and the method of processing orders for customized options. Describe your process for reordering one-offs and providing consistency in style, color and fabric content. Describe your experience working with Law Enforcement Academies and or the processing of large orders for new recruits.

3. PRICING

Provide pricing options for uniform apparel, breaking out available options as well as other uniform accessories available. If embellishments, such as patches, insignia and

embroidery are available, define if those services are provided in-house or outsourced and the mark-up if outsourced.

4. UNIFORM OPTIONS

Provide spec sheets detailing fabric composition. Provide details of available styles, customization, and accessories available to compliment Law Enforcement Uniforms, Explain what the estimated service life of the proposed uniform is given the work environment.

Should the State determine a need to review samples of uniform apparel, is your business able to provide a reasonable number of no cost samples within 48 hours of a request by the State?

5. DELIVERY

Provide lead time for delivery of uniform apparel for single items and full complement uniforms. Include the processing of large orders and quantities that are impacted by standard order delivery timelines.

6. ACCESSIBILITY

Describe the accessibility of products and services. Include storefront locations, hours of service and/or online ordering capabilities. Describe the availability of account representatives and order service representatives either in-person and/or online. Include escalation processes to mitigate customer service issues.