# CAESAR RODNEY SCHOOL DISTRICT

November 19, 2026

TO: ALL OFFERORS

FROM: NICOLE POLITE
SUPERVISOR OF BUSINESS AND FINANCE

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSAL NO.: SRS27002-ATHSUPPLY

## ADDENDUM # 1

The purpose of this addendum is to clarify a section within the Request for Proposal and to answer the questions asked during the question and answer period.

Information regarding the current solicitation can be found online at:
https://mmp.delaware.gov/Bids/Details/9397 .

**CLARIFICATION**
The contract period, Section 7, is hereby clarified to read as follows:

7. CONTRACT PERIOD
Each Vendor's contract shall be valid for a three (3) year contract term period from January 1, 2027 through December 31, 2029. Each contract may be renewed for two (2) one (1) year periods through negotiation between the Vendor and Caesar Rodney School District. Negotiation may be initiated no later than ninety (90) days prior to the termination of the current agreement.

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months after the term of the full contract has been completed.

Information regarding quarterly price adjustments was inadvertently omitted from the original RFP. Section 17, Price Adjustment is hereby clarified to read as follows:

17. PRICE ADJUSTMENT
The Vendor is not prohibited from offering a price reduction on its services or materiel offered under the contract. The State is not prohibited from requesting a price reduction on those services or materiel during the initial term or any subsequent options that the State may agree to exercise.

Price adjustments for this contract will be calculated using the current change in value of

the Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, the method of price adjustment shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

The website for the Philadelphia All Urban Consumers Price Index (CPI-U) is https://www.bls.gov/data/

Vendors may request an annual price adjustment review through submission of a written request to the assigned contract officer. Pricing review requests must be submitted no less than 15 days prior to the effective price effective date (see below schedule):
For price changes effective December 18th through December 17th, requests must be submitted between October 1st and October 15th.

If agreement is reached to extend this contract beyond the initial term period, this annual price adjustment review schedule will be used in the extended contract term.

Requests for price increases must be accompanied by documentation for justification, regardless of the vendors overall increase, price increases will not exceed the CPI-U stated above. NO price increases will be billed to the State facilities without prior written approval by Caesar Rodney School District. Price increases become effective with all orders placed on or after the effective date. Additionally, all vendor usage reports, Certificate of Insurance and Delaware Business license must be current.

Requests that do not contain the minimum requirements will not be considered. All complete requests will be reviewed and taken into consideration. Pricing changes are not effective until approved by Caesar Rodney School District.

**QUESTIONS**

Q1. Section I.A.5 of the RFP allows partial awards, and Section II.D refers vendors to Appendices B1–B3 for pricing. May an equipment supplier quote only the lines it can supply and mark the remaining lines “No Bid”?

A1. A vendor may bid on selected categories or individual items. The District reserves the right to award to multiple vendors and to make partial, by-type or item-by-item awards.

Q2. For a selected-line offer, do the Delaware business license and three comparable customer references need to be included at submission?

A2. The requirements are the same whether a vendor bids one line or many. The three business references on Attachment 6 are a required part of the proposal. Under General Provision 26, the successful vendor must, before receiving an award, either furnish proof of a State of Delaware Business License or start the application process where required. Vendors that already hold a license should enter the license number on Attachment 2 (Non-Collusion Statement) and may include a copy with the proposal. Not holding a license at submission does not by itself make a proposal non-responsive.

Q3. Send me the apparel lots you want priced (match uniforms, training wear, outerwear), fabric preference, and whether logos are embroidery, print or sublimation. I will come back with manufacturer pricing your evaluation team can put next to the distributor bids.

A3. The District will not provide individualized specifications or pricing guidance, and it will not accept or consider pricing outside a sealed proposal submitted by the deadline.

Q4. Will the District accept a proposal from a manufacturer based outside the United States, or must the vendor be a US-registered business?

A4. The RFP does not expressly require a vendor to be based in or incorporated in the United States or Delaware. Any vendor submitting a proposal, domestic or foreign, must meet every requirement of the solicitation, including:

- Registration in the Delaware Supplier Portal. The Taxpayer ID (SSN or EIN) and supplier name must be matched with the IRS before a supplier record can be approved (Sec. III.X).
- Proof of a Delaware Business License, or an application started where required, before award (VI.B.26).
- Required insurance with a carrier satisfactory to the State, with certificates filed before work begins (VI.B.25).
- All prices in U.S. dollars, F.O.B. Destination, freight prepaid, with all charges included. Any duties, brokerage, import fees or similar costs are the vendor’s responsibility (VI.B.4, VI.B.18).
- Delaware governing law and exclusive Delaware venue and jurisdiction (VI.B.7).
- A (302) local number, a toll-free (800) number, or acceptance of collect calls (VI.B.33), plus a point of contact who responds within one business day (Appendix A).

- Responsibility review, including financial, physical and personnel resources and legal qualification to contract with the State (Sec. IV.B.3).
- Questions about whether a particular entity can complete supplier registration should go to Supplier Maintenance at 302-672-5000. The District cannot determine another entity's registration eligibility in advance.

Q5. In the "Team Uniform & Apparel and Footwear & Accessories section, can you tell me the quantity needed
for each line?

A5. Appendix B1 does not state quantities. The active pricing tab ("SRS27002-ATHSUPPLY") has no quantity column. Its Total Cost formula equals the Contract Price × 1, so every line is priced per the unit of measure the vendor states. Contracts resulting from this RFP are for as-needed purchases, subject to available funding. Any quantities in the RFP are approximate, may be increased or decreased, and are not guaranteed. A change in quantity is not grounds to change the unit price.

Q6. Also, does the vendor who gets the bid need to be on location or near or can the goods be drop ship from anywhere?

A6. The RFP does not require a vendor to be located in or near the District. Goods may be shipped from any location, provided that they are delivered F.O.B. Destination, freight prepaid, to the ordering District site, with all charges included in the contract prices, and that all delivery requirements are met. These include delivering each season's uniforms and equipment before the first official practice and responding to inquiries within one business day. The vendor must have a (302) local number, a toll-free (800) number, or accept collect calls. Vendors that bid on-site services, such as installation, inspection or reconditioning, must perform them at District locations.

Q7. I would like to ask whether your district accepts proposals directly from overseas manufacturers, or whether suppliers must be US-registered companies.

A7. The RFP does not expressly require a vendor to be based in or incorporated in the United States or Delaware. Any vendor submitting a proposal, domestic or foreign, must meet every requirement of the solicitation, including:

- Registration in the Delaware Supplier Portal. The Taxpayer ID (SSN or EIN) and supplier name must be matched with the IRS before a supplier record can be approved (Sec. III.X).
- Proof of a Delaware Business License, or an application started where required, before award (VI.B.26).
- Required insurance with a carrier satisfactory to the State, with certificates filed before work begins (VI.B.25).
- All prices in U.S. dollars, F.O.B. Destination, freight prepaid, with all charges included. Any duties, brokerage, import fees or similar costs are the vendor's responsibility (VI.B.4, VI.B.18).
- Delaware governing law and exclusive Delaware venue and jurisdiction (VI.B.7).
- A (302) local number, a toll-free (800) number, or acceptance of collect calls (VI.B.33), plus a point of contact who responds within one business day (Appendix

A).
- Responsibility review, including financial, physical and personnel resources and legal qualification to contract with the State (Sec. IV.B.3).
- Questions about whether a particular entity can complete supplier registration should go to Supplier Maintenance at 302-672-5000. The District cannot determine another entity's registration eligibility in advance.

Q8. Please confirm that [company] may submit a proposal for athletic equipment, apparel and supplies only, selecting individual items/categories in Appendices B1–B3 and marking other items No Bid, without providing installation, inspection, reconditioning or recertification services.

A8. A vendor may bid on selected categories or individual items. The District reserves the right to award to multiple vendors and to make partial, by-type or item-by-item awards. Any vendor may propose goods only and mark the Installation & Services lines as "No Bid."

Q9. Please also identify any prior contract number and publicly available award pricing or bid tabulation for these supplies.

A9. The solicitation documents do not identify a prior contract number or prior award pricing for these supplies. General Provision 1(c) notes that prior Central Contract utilization may be viewed on the Delaware Open Data Portal (https://data.delaware.gov/, Government and Finance data sets), and that past usage does not guarantee future volume.

Q10. could you please confirm whether a Pakistan-established manufacturer with no U.S. or Delaware establishment may register and submit directly as the prime vendor, including through the Delaware Supplier Portal, or whether a U.S./Delaware-registered prime contractor is required?

A10. The RFP does not expressly require a vendor to be based in or incorporated in the United States or Delaware. Any vendor submitting a proposal, domestic or foreign, must meet every requirement of the solicitation, including:

- Registration in the Delaware Supplier Portal. The Taxpayer ID (SSN or EIN) and supplier name must be matched with the IRS before a supplier record can be approved (Sec. III.X).
- Proof of a Delaware Business License, or an application started where required, before award (VI.B.26).
- Required insurance with a carrier satisfactory to the State, with certificates filed before work begins (VI.B.25).
- All prices in U.S. dollars, F.O.B. Destination, freight prepaid, with all charges included. Any duties, brokerage, import fees or similar costs are the vendor's responsibility (VI.B.4, VI.B.18).
- Delaware governing law and exclusive Delaware venue and jurisdiction (VI.B.7).
- A (302) local number, a toll-free (800) number, or acceptance of collect calls (VI.B.33), plus a point of contact who responds within one business day (Appendix A).
- Responsibility review, including financial, physical and personnel resources and legal qualification to contract with the State (Sec. IV.B.3).
- Questions about whether a particular entity can complete supplier registration should

go to Supplier Maintenance at 302-672-5000. The District cannot determine another entity's registration eligibility in advance.

Q11. For SRS27002-ATHSUPPLY, Section I.B.4 (p. 3) allows multiple awards, and Section II.D (p. 6) calls for pricing in Appendices B1–B3. May a vendor submit a responsive proposal limited to individual athletic training consumables, leaving unrelated items unpriced, or must it price an entire category?

A11. A vendor may bid on selected categories or individual items. The District reserves the right to award to multiple vendors and to make partial, by-type or item-by-item awards.

Q12. Could you also confirm which worksheet and line, if any, covers white rigid athletic tape, and whether a 1.5-inch × 10-meter roll can be considered if the listed roll length differs?

A12. Athletic tape is on Appendix B1, tab "SRS27002-ATHSUPPLY", line #5-30: "Athletic Tape, 1.5 in. x 15 yd, case of 32" (Coaching & Training Tools). To clarify, this should be white, non-elastic athletic (trainer's) tape. Alternate roll lengths may be offered if clearly described, and the District may normalize them per yard or meter for comparison.

Q13. Which pricing category covers hoodies and crewneck sweatshirts, if those items are in scope?

A13. Both are in scope. Appendix A lists "sweatshirts and sweatpants, in the District's colors" as part of the additional team apparel being sought. Both belong to the "Team Uniforms & Apparel" category (Appendix B2 line #1-2; Appendix B3 Category tab). Hooded sweatshirts are priced on Appendix B1, line #2-21, "Team Club Fleece Hooded Pullover Sweatshirt – Color: Game Royal, Sizes: Youth S-XL, Adult S-3XL" (Nike, reference only). B1 has no line for crewneck sweatshirts. Vendors may offer them on Appendix B3 (Product Offering) under "Team Uniforms & Apparel", priced at or better than the vendor's B2 discount for that category.

Q14. Can a licensed US distributor submit a proposal for that apparel category using [vendor] as its manufacturer?

A14. The RFP does not limit which manufacturers a vendor may offer. The vendor must enter the actual manufacturer name and item number on Appendix B1 and B3. Uniforms must meet NFHS and DIAA requirements, and decorated items require digital proofs and compliance with District branding.

Q15. Subcontracting (Sec. VI.Y / §63): May a prime vendor fulfil orders entirely through subcontractors/suppliers named in Attachment 7, and may subcontractors be added after award with prior written approval?

A15. Subcontracting is permitted. Every subcontractor must be identified in the proposal on Attachment 7, using a separate form signed by both parties for each subcontractor. Subcontractors listed on Attachment 7 are considered approved upon award. Any

substitution or addition after award requires the State's prior written approval. The RFP does not prohibit fulfilling orders through approved subcontractors or suppliers. However, all equipment and services must be provided by the vendor or under its direct supervision.

Q16. Partial / category bids: Must a vendor offer every item in Appendices B1–B3, or may we bid on selected categories or items only, given multiple-source award is permitted?

A16. A vendor may bid on selected categories or individual items. The District reserves the right to award to multiple vendors and to make partial, by-type or item-by-item awards.

Q17. Brands / 'or equal' (Sec. IV.B.2): Are named brands descriptive only — will an equal-or-superior substitute be accepted if we certify function, quality and performance?

A17. Yes. Products specified by name are descriptive of quality, workmanship, finish and performance and are not meant to be restrictive. Substitutions will be considered if the vendor certifies that the function, characteristics, performance and endurance of the item offered are equal or superior to what is specified. The RFP does not limit which manufacturers a vendor may offer. The vendor must enter the actual manufacturer name and item number on Appendix B1 and B3. Uniforms must meet NFHS and DIAA requirements, and decorated items require digital proofs and compliance with District branding.

Q18. Delaware Supplier Portal registration: Must registration at esupplier.erp.delaware.gov be complete before the Dec 11 proposal deadline, or before award?

A18. The RFP requires new vendors to complete registration through the Delaware Supplier Portal (http://esupplier.erp.delaware.gov). Registration creates the State of Delaware supplier record, and the Taxpayer ID (SSN/EIN) and supplier name must match IRS records before the record can be approved. Registration is not required to submit a proposal. The awarded vendor must have an approved supplier record before a contract can be executed and purchase orders or payments can be issued.

Q19. Pricing (Appendices B1–B3): Should pricing be line-item, category-discount, or both, and are delivery charges included F.O.B. destination? Is there a minimum order?

A19. Both, as applicable to what the vendor bids. Delivery: prices are F.O.B. Destination (ordering agency), freight prepaid, and must include all charges. Delivery charges are therefore included in the unit prices and may not be invoiced separately. Cash or other discounts should be built into unit prices. There are no guaranteed minimum contract quantities or values. Purchases are made as needed, subject to available funding.

Q20. Delivery / ordering: Which sites order (1 high school, 4 middle, 7 elementary, countywide + early-childhood center per Sec. II.B) and what lead times are expected?

A20. Any District school or program may order under the contract: one high school, four middle schools, seven elementary schools, one countywide program and one early

childhood center. Each ordering location provides the contract number, ship-to and bill-to address and contact, and the vendor bills as shipped to that location. Orders may be placed by purchase order, telephone, email, fax or online system, and paid by PCard where applicable. The RFP does not set a single fixed lead time.

Q21. References (Attachment 6): As a new vendor without prior school-district contracts, what references will satisfy the responsibility review?

A21. Sec. III.W requires three (3) business references made up of current or previous customers of similar scope and value, submitted on Attachment 6. Each reference needs the business name and mailing address, contact name and phone number, number of years doing business with the vendor, and type of work performed. The RFP does not require the references to be school districts. Other customers of comparable scope and value may be listed, such as colleges, municipalities, athletic clubs or leagues, other public agencies, or commercial customers. Personal references and State of Delaware employees cannot be used. Vendors that have held a State contract in the last five years should list those contracts separately. The District cannot advise any individual vendor on which references to submit.

Q22. May a bidder respond to line #3-2 only? Is 18 a historical or evaluation quantity, or an expected initial release?

A22. A vendor may bid on selected categories or individual items. The District reserves the right to award to multiple vendors and to make partial, by-type or item-by-item awards. the pricing tab has no quantity column. Under VI.B.1, any quantities in the RFP are approximate and used only to compare bids. The District may increase or decrease them, and there are no guaranteed minimum quantities or values. The hidden tab is for reference only and is not part of the pricing form, its counts are not guaranteed, and only the active tab is evaluated.

Q23. May an independent reseller have its distributor ship directly to district locations, with the reseller responsible for freight, returns and service? If so, can similar-scope references from a disclosed fulfillment partner satisfy the reference requirement, or must all three be the bidder’s customers?

A23. Yes, direct shipment by a distributor or other fulfillment source is permitted. The awarded vendor remains fully responsible for all products and services, “whether or not the Vendor or its subcontractor provided final fulfillment of the order.” This includes freight (F.O.B. Destination, freight prepaid), returns, warranty and customer service. Any firm that will perform part of the contract should be identified on Attachment 7. Changes or additions after award require the State’s prior written approval. On references: Sec. III.W requires three business references “consisting of current or previous customers of similar scope and value,” submitted on Attachment 6. These must be customers of the proposing vendor. A vendor may also describe its fulfillment partner’s capabilities and experience in Attachment 4, and the Committee may consider that information under the responsibility factors (resources, including subcontracts). The partner’s customers do not take the place of the three required bidder references.

Q24. Which delivery locations and payment terms apply to this line? Is the Delaware business license required with the proposal or before award?

A24. Delivery locations: deliveries go to the ordering District school or program. The District operates one high school, four middle schools, seven elementary schools, one countywide program and one early childhood center. All prices are F.O.B. Destination (ordering agency), freight prepaid, and include all charges. Payment terms:

- The District will process each correct invoice for payment within thirty (30) days of receipt. The State intends to make maximum use of the Purchase Card (PCard) and Single Use Account (SUA) and may pay by ACH. No fees may be added for PCard acceptance, and there are no minimum or maximum PCard/SUA transaction limits.
- Vendors bill as shipped to the ordering location. Late fees may not exceed 1% per month (12% per annum). Vendors may offer prompt-payment discounts or incentives for alternative payment methods.
- Delaware Business License: under General Provision 26, the successful vendor must, before receiving an award, either furnish proof of a State of Delaware Business License or start the application process where required. Vendors that already hold a license should enter the license number on Attachment 2 (Non-Collusion Statement) and may include a copy with the proposal. Not holding a license at submission does not by itself make a proposal non-responsive.

Q25. I'm reviewing the driving range hitting mat on line 1-135 of Appendix B1. The specification calls for a 4 × 5 ft mat with a tee holder. Would you accept a 150 × 150 cm mat (about 4 ft 11 in square), or is the 4 ft width a firm limit? Does "with tee holder" require a rubber holder supplied with each mat, in addition to the holes for positioning it?

A25. Appendix B1, tab "SRS27002-ATHSUPPLY", line #1-135 specifies a "Driving Range Hitting Mat, 4 x 5 ft, with tee holder". A 150 × 150 cm mat is about 59 in × 59 in. That is roughly 11 in wider than the specified 4 ft (48 in) width and about 1 in shorter than the specified 5 ft (60 in) length. Under the RFP's "Or Equal" provision, brand names and specifications describe quality, workmanship, finish and performance and are not meant to be restrictive. Substitutes will be considered if the vendor certifies that the item offered is equal or superior in function, characteristics, performance and endurance. A vendor offering a different size should bid it on line #1-135 and state the actual dimensions, materials and what is included in the Item Description, Manufacturer Name and Manufacturer Item Number columns. The District will judge acceptability during evaluation and does not pre-approve substitutes.

Q26. This bid states the contract is for three years. Are we reading this correct? They want us to hold pricing for three years or do they rebid this every year?

A26. This is addressed in addendum #1 where language for the price adjustment section has been modified.

All other Terms & Conditions remain the same.