



EXHIBIT A – SCOPE OF WORK

PURPOSE

The purpose of this project is to support CLI Solutions Group (SG) and the CLI Solutions Group Research Center (SGRC) in providing a collection of theme-based children's books to internal and external customers accurately and efficiently. The goal is to partner with a vendor who can manage demands and help facilitate the growth of the CLI Solutions Group business as it works to shift from a Texas to a national customer base. CLI Solutions Group is part of the Children's Learning Institute (CLI) at the University of Texas Health Science Center at Houston.

EXECUTIVE SUMMARY

The project requires a vendor capable of managing the inventory and distribution of two CIRCLE Pre-K Theme Libraries. Each library consists of 38 Titles. One library is in English, and the companion library is in Spanish. The vendor will be expected to curate the listed books at a discounted bulk price and then manage inventory, storage, packaging, and shipping of orders to SG/SGRC customers.

PROJECT OVERVIEW

The *CIRCLE Pre-K Curriculum / Currículo CIRCLE de prekínder* is a comprehensive prekindergarten curriculum created and sold by the Children's Learning Institute that features 10 themes to implement across the school year.

To help support children's knowledge building for each theme, SG created English and Spanish Theme Libraries with a collection of children's picture books that relate to each theme topic and a book with songs, rhymes, and chants that support recommended activities throughout the curriculum.

This RFP requires the provision of two CIRCLE Pre-K Theme Libraries:

- English Theme Library consisting of 37 separate theme-related titles and 1 specific song, rhymes, and chants book.
- Spanish Theme Library consisting of 37 separate theme-related titles and 1 specific song, rhymes, and chants book.

A list of desired titles for each Theme Library, along with suggested alternative titles, is provided on a separate spreadsheet, Exhibit B.

PROJECT DETAILS AND EXPECTATIONS

OBTAINING TITLES

OBTAINING DESIRED TITLES

It is expected that the awarded vendor will be able to obtain desired titles at a discounted rate. Discounted rates are anticipated due to bulk purchasing or the relationship the vendor has developed with multiple publishers over time.

Occasionally, titles go out of print. When this happens, the vendor may negotiate a new print run with a publisher to ensure inventory. When there is an anticipated delay, or a title is expected to not be reprinted, alternate titles approved by SG may be substituted for the desired title. See Alternate and Substitute Titles for more details.

ALTERNATE AND SUBSTITUTE TITLES

Exhibit B includes a list of the desired first-choice titles for the Theme Libraries. The first-choice title should be provided whenever possible. For each picture book title, at least two "Alternate" titles are identified in the event the first-choice title is unavailable. The use of an Alternate title specified in Exhibit B is acceptable without specific approval from SG. No alternative is provided for the rhymes and songs book specified on row three of Exhibit B. This title is explicitly referenced in the curriculum, and every effort must be made to acquire it.

When neither the first-choice title nor an indicated Alternate title is available, the approved vendor will contact an SG representative and seek a substitute title it believes is acceptable. **Approval for all substitutions must be provided by an SG representative PRIOR to inclusion in the Theme Library.**

UT Supply Chain may also need to approve if there is a change in pricing for a substitute title .

EXPECTATIONS FOR OBTAINING TITLES

The Vendor will:

- Have the ability to access a wide range of children's book titles that match the identified theme topics and are appropriate for children ages 3 and 4.
- Offer competitive pricing and the ability to purchase books at a discounted rate.
- Have established relationships with publishers. Leveraging these relationships, the vendor should be able to facilitate determining the likely volume and future availability of desired titles, and perhaps the reprinting of titles that are out of stock or no longer in circulation.
- Be adept at selecting appropriate substitute titles that align with the library's theme topics and audience.
- Ensure the quality of books, including accurate content, appropriate illustrations, and durable materials.
- Ensure reliable publisher/vendor delivery timelines are met to maintain a consistent supply of books.
- Collaborate on book selection, provide updates, and address concerns promptly.

INVENTORY TRACKING AND STORAGE

Given the variability in order volume and frequency of orders, the vendor will be required to safely store large to small quantities of the various titles and will adjust inventory as required.

The vendor is required to employ an efficient inventory management system for the Theme Libraries, leveraging automatic tracking for real-time monitoring to minimize errors. Reports with details on insights into inventory movement and trends should be provided to help SG forecast future orders. Ideally, the inventory tracking system could integrate with the Salesforce implementation used by SG, allowing SG to synchronize inventory data with sales activities, boosting our operational efficiency and customer satisfaction.

EXPECTATIONS FOR TRACKING AND STORING

The Vendor will:

- Inspect books received from vendors to ensure all books are in new condition (e.g., no dirty covers, bent pages, etc.). Promptly return damaged books and work with the vendor to receive a credit or replacement.
- Securely store and track inventory separately for SG and the SGRC.
- Automatically monitor real-time inventory levels and update SG as requested.
- Reorder book titles when the inventory reaches an agreed upon minimum level to avoid delayed turnaround time for customers.
- Invoice SG and SGRC separately for all book purchasing and other expenses/fees. Invoices should be provided to SG and SGRC on a regular schedule.

PACKAGING

Books included in the Theme Library will be compiled in a specific order, first by theme and then by theme topic, before packaging for shipping. Exhibit B indicates the order in which books should be compiled, starting with the rhymes and songs book (row 3 of Exhibit B) and ending with the topic Critter Adaptations and Habits (last row of Exhibit B).

The labeling of each curriculum Theme Library will, at a minimum, include a color CIRCLE brand picture or logo, which will be affixed to the outside of the box. This may be a sticker and must be approved in advance by SG.

EXPECTATIONS FOR PACKAGING ORDERS

The Vendor will:

- Place books in the order specified in Exhibit B and package them for shipping.
- Ensure every Theme Library includes the correct books and all books are in new condition (e.g., no dirty covers, bent pages, etc.).
- Include a printed insert in every box that lists the titles contained within the box.
- Affix a color-printed label to each box.



- Box each Theme Library professionally and securely, using fillers if required to prevent shifting during transit. The vendor will determine if books should also be wrapped or bagged to increase kitting efficiency and/or secure shipping. The vendor must indicate these costs when responding to the RFP.

SHIPPING

Once orders have been placed and the books have been packaged and labeled, they will be shipped to SG or SGRC customers using shipping information provided by SG. Order quantities will vary. Shipping volume will range from low to moderate to high. An individual order may involve shipping one or more libraries to a single site/location or shipping to multiple sites/locations in quantities of one or more libraries.

Shipping locations will be within Texas and the greater U.S., with the possibility of some international shipments.

EXPECTATIONS FOR SHIPPING ORDERS

The Vendor will:

- Ship upon request using the lowest cost shipping method with tracking unless SG has requested another method in writing.
- Promptly communicate shipping tracking information to SG and the recipient.
- Ship Theme Library within 2 days of receiving the order. Large customer orders (20 or more Theme Libraries) may require up to 2 weeks. If the timeline can't be met due to the volume of the order, the vendor will communicate the delay to SG, and a reasonable timeline will be determined.

PRICING

The cost of the books included in each library will be the most significant expense in providing them. Individual titles have different prices, alternate titles have different prices, and prices for individual titles can change over time. Given the volatility in the prices of the books that are included in a Theme Library, vendors must provide a stable and consistent approach to determining the costs incurred by SG and the SGRC.

EXPECTATIONS FOR PRICING

The Vendor will:

- Identify the approach used to determine the price to create, store, and ship libraries for SG and the SGRC.
- Include in this description how you will handle variation in the price of individual titles and alternate titles, variation in the price of shipping, and any other fees contributing to the cost for SG and the SGRC of providing completed libraries.



BIDDING REQUIREMENTS

Vendors bidding on this RFP must provide written descriptions or responses to each applicable category listed below. Vendors should also be prepared to provide a packaging sample for one Theme Library. Each vendor should complete all applicable portions of the Theme Library 2024 RFP spreadsheet (Exhibit B).

Vendors may also bid on the CIRCLE 2024 RFP to provide complete and comprehensive service to SG customers.

REQUIRED RESPONSES

1. Describe how you manage each of the following:
 - a. Obtaining titles
 - b. Purchasing at discounted pricing
 - c. Storing
 - d. Packaging
 - e. Shipping
 - f. Invoicing
 - g. Pricing
2. What is the policy regarding the replacement of damaged or defective books or errors delivered to customers? How do you streamline this process to minimize inconvenience for customers?
3. What software programs or tools do you utilize for tracking inventory?
4. How do you manage stock levels and reordering of titles as needed?
5. What measures do you have in place to prevent inventory shortages or overages?
6. Is there any additional information you would like us to know or consider?

SAMPLE REQUIREMENTS

Vendors may be asked to provide a sample of one packaged Theme Library in either English or Spanish.

EXHIBIT B, THEME LIBRARY 2024 RFP SPREADSHEET

Each vendor should complete the applicable sheets on Exhibit B, Theme Library 2024 RFP spreadsheet.

PROJECT SUMMARY

The CLI Solutions Group (SG) and the CLI Solutions Group Research Center (SGRC) aim to provide a collection of theme-based children's books to both internal and external customers. Their goal is to partner with a vendor who can efficiently manage demands and support the growth of the CLI Solutions Group business as it transitions from a Texas-focused market to a national market. The project involves managing the inventory and distribution of two CIRCLE Pre-K Theme Libraries, each consisting of 38 titles—one library in English and the other in Spanish. The



chosen vendor will obtain the listed books at a discounted bulk price and handle inventory, storage, packaging, and shipping for SG and SGRC customers.

The approximate value of this RFP ranges between \$75,000 and \$400,000 over the course of 3 years.