



Portales Municipal School District  
Chief Procurement Office  
LC Cozzens Administrative Offices  
501 S Abilene Ave  
Portales, NM 88130

**REQUEST FOR PROPOSAL CHECKLIST**  
**17-18-0004**  
**BAND UNIFORMS**  
**DUE 02/28/2018 AT 4:00 PM MST**

The Board of Education of the Portales Municipal School District is requesting proposals from companies interested in providing Band Uniforms for the PHS Ram Band.

Please make sure that you read all of the following:

1. Notice for the acceptance of the RFP
2. RFP 17-18-0004

Please make sure that you submit all of the following:

1. Requirements Listed in RFP including:
  - a. Offeror's Cost Form
  - b. Offeror's Response Form
  - c. Offeror's Assurances Form
  - d. Campaign Contribution Form
  - e. Resident/Veterans Preference Form (if applicable)
2. A sample Jacket is not required, but can be included.

Thank you for your interest,

Sarah M. Stubbs  
Chief Procurement Officer/Finance Director