



Process for Becoming a Preferred Music Equipment Vendor for Milford Public Schools

Overview:

This document outlines the process for companies seeking designation as a *Preferred Vendor* for student/family purchases and rentals, as well as providing instrument repair services and equipment purchasing support for Milford Public Schools. Families may choose to purchase or rent instruments from any provider. **Note that designation as a Preferred Vendor does not imply exclusivity.**

The District conducts this selection process every two (2) years to ensure high-quality, equitable, and cost-effective options for students and families. The current application window will be for the 2026-2028 school years.

Eligibility:

To be considered, companies must:

- Be properly licensed and authorized to conduct business in the State of Connecticut
- Provide documentation of general liability insurance (minimum coverage requirements should be specified if applicable)
- Demonstrate a minimum of 3 years experience in music instrument sales and/or rentals
- Provide evidence of a consistent record of high-quality instruments and services
- Demonstrate the capacity to serve a public school district (inventory, staffing, service responsiveness)

Submission Process (Open Every Two Years):

Announcement

The application window will be publicly announced via:

- District website
- Email outreach to relevant industry organizations
- District social media platforms

Required Application Materials

All materials must be submitted electronically by the stated deadline to Amy Perras (aperras@milforded.org). Incomplete or late submissions will not be considered.

Applications must include:

1. Company Profile
 - Years in operation
 - Description of services (sales, rentals, repairs)

- Service area and staffing capacity
- 2. Licensing & Insurance Documentation
- 3. Pricing Structure
 - Detailed rental pricing (including terms, fees, and policies)
 - Purchase pricing (including any educational discounts)
 - Disclosure of any additional fees (maintenance, replacement, etc.)
- 4. Customer Service & Support Plan
 - Repair and maintenance services
 - Turnaround times
 - Availability for on-site school visits (frequency and scope)
 - Customer support access (hours, methods of contact)
- 5. School Partnership Experience
 - Prior work with school districts or educational institutions
- 6. References (Highly Encouraged)
 - At least 2 references preferred

Evaluation Process

Applications will be reviewed by a committee that may include:

- Music educators
- School administrators
- District leadership

Evaluation Criteria

Applications will be scored using the following criteria:

- Quality of Instruments
- Pricing and Value (including transparency and affordability)
- Customer Service and Responsiveness
- Repair Services & Technical Support
- Equipment Purchasing & Procurement Support
- Service Capacity and Reliability
- Experience with Schools

A scoring rubric may be used to ensure consistency and fairness across all applications.

Interview:

All applicants will participate in a 20-30 minute interview with the selection committee. This will take place virtually at a given date and time after the application deadline.

Selection and Notification

- The District will select up to two (2) Preferred Vendors
- Selection is based on overall evaluation scores and best alignment with District needs

- All applicants will receive written notification by the stated date
- The selected vendor(s) will be publicly listed and shared with staff and families
- Selection is based on the vendor's ability to meet the comprehensive needs of the District, including student, family, and program support
- Note that designation as a Preferred Vendor does not imply exclusivity.

Term and Performance Expectations

- Preferred Vendor status is valid for two (2) years
- Vendors are expected to maintain:
 - Competitive pricing
 - Reliable service delivery
 - Positive customer feedback

Performance Monitoring

The District may evaluate vendor performance through:

- Surveys of families, students, and staff
- Direct feedback to district administration
- Service responsiveness tracking

Termination Clause

Milford Public Schools reserves the right to revoke Preferred Vendor status at any time if a vendor:

- Fails to meet service expectations
- Receives consistent negative feedback
- Does not adhere to submitted pricing or service commitments

Where appropriate, the District may provide written notice and an opportunity to address concerns prior to termination.

Renewal Process

- At the end of each two-year term, a new application cycle will open
- Current vendors must reapply to be reconsidered
- Selection is not guaranteed for incumbent vendors

Contact:

For any questions regarding this process, please contact:

Dr. Amy Perras

Instructional Supervisor for Music, Art, and Library Media

Milford Public Schools

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Timeline:

Application Opens- Now until May 29, 2026

Application Deadline- May 29, 2026

All applicants will be notified by June 30, 2026