



Knox County Board of Education

Clothing Center Committee

The Knox County Board of Education recognizes that students learn best in the classroom when basic needs such as food, shelter, and clothing have been met. The Board has therefore established a Clothing Center Committee to identify agencies interested in using Knox County School's Cedar Bluff auxiliary campus to meet the needs of KCS students. The Committee hereby invites all interested agencies to apply for operation of this facility using the instructions below.

Scope of Work

Knox County Schools (KCS) serves approximately 60,000 students. More than 12,500 of these students are considered economically disadvantaged according to the state of Tennessee.

The district currently operates a facility (approximately 3,000 square feet) housed within the Cedar Bluff Auxiliary Campus, located at 709 N. Cedar Bluff Road (37923). The space is accompanied by a small parking lot and is outfitted with shelves and clothing racks.

KCS is in search of an agency to operate this facility to meet the clothing needs of students across the district. Hours of operation would be subject to the needs of the selected agency, and all agency employees/volunteers would need to pass a KCS background check prior to being granted access to the facility. *Prospective agencies should be prepared to take on operation of the facility beginning on July 1, 2025.*

Instructions to Apply

1. Email a letter of intent to board.office@knoxschools.org by 5:00 p.m. on **Friday, February 28, 2025**. *Only agencies that submit a letter of intent will be permitted to submit a formal proposal to the Committee.*
2. Submit a formal proposal to the Committee on **Friday, March 14, 2025** via email to board.office@knoxschools.org. Formal proposals should include:
 - Agency information
 - Proposed service model
 - Proposed days and hours of operation
 - Number of students agency has the capacity to serve
 - Anticipated number of staff or volunteers (and ability of staff and volunteers to pass a KCS background check)
 - Ability to take on operation of the Cedar Bluff facility by July 1, 2025
 - Any requests for support from KCS beyond the provisions stated in the scope of work
 - Draft Memorandum of Understanding (MOU) – *All agencies that submit a letter of intent will receive an MOU template to use in the drafting of their proposed agreement.*
3. Present proposal to the Committee on **March 24, 2025**. *All agencies that submit a proposal by March 14, 2025 will receive an email from the Board Office to schedule a time to present on March 24, 2025.*
4. The Committee will review all proposals for best fit, sustainability, and capacity to meet the clothing needs of KCS students. Following their review, the Committee will make a formal recommendation for the long-term operation of this facility to the Board.