



**Elizabeth Glaser  
Pediatric AIDS Foundation**  
Fighting for an AIDS-free generation

**REQUEST FOR PROPOSALS # (S021553)**

**PREFERRED PRINTING VENDOR(S)**

in support of

**ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (“EGPAF”)**

**1140 Connecticut Avenue, NW**

**Suite 200**

**Washington, DC 20036**

**Firm Deadline: April 8th**

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

**BACKGROUND**

EGPAF seeks a preferred printing vendor or vendors to assist in the production of multiple projects throughout each fiscal year. EGPAF’s printed materials are used to communicate to donors, partners, and the general public, the mission of the organization. Printed materials are also used to solicit donations, increase overall donor base, increase participation of individuals and to raise awareness for the mission.

**SCOPE OF WORK AND CONTRACTOR DELIVERABLES**

Vendor(s) should have experience with the production of:

- branded organizational collateral systems (letterhead, business cards, notecards, envelopes, folders)
- brochures
- short and long form reports, issue briefs, white papers
- high-end event/gala invitations
- posters, banners
- postcards
- direct mail

Though not essential, interest will be paid to vendors who can also provide services in or provide referrals for production of:

- conference materials and pop-up banners
- corporate promotional items (for example: t-shirts, pens, totes, etc.)



**FOUNDATION RESPONSIBILITIES:**

EGPAF will supply vendor(s) with professionally designed materials to be produced.

**LOGISTICS:**

Only vendors that are located within proximity to the DC metro area will be considered.

**KEY CONTRACT TERMS:**

The anticipated contract type is an indefinite quantity contract with task orders. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.

All Materials will be owned exclusively by the Foundation. Contractor will not use or allow the use of the Materials for any purpose other than Contractor’s performance of the Contract without the prior written consent of the Foundation.

**EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:**

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
1. Past performance and quality of similar work	1. 3 professional references from similar past projects with phone and email contract information and one or more examples of prior similar work 1a. Samples of projects similar to those listed in “Scope of Work/Deliverables Section”	30%
2. Timeframe of implementation	2. Estimated timeframe/production schedule(s) of projects similar to those listed in “Scope of Work/Deliverables Section”	30%
3. Scenarios & estimated costs/ Q&A	3. Estimate approximate costs and timelines for production based on 3 scenarios listed and pictured and answers to five questions. Refer to the “Scenarios/Estimated costs section/Q&A.”*	40%

**\*EGPAF understands that estimating pricing is variable on complex projects. Vendor(s) should attempt to estimate the illustrated and listed examples as closely as possible.**



## **SCENARIOS/ESTIMATED COSTS:**

*All quotes should assume local delivery within DMV area*

### **SCENARIO #1 Technical Report**

- **Quantity:** 250
- **Trim Size:** A4
- **Stock:** 100# matte Cover, 80# Text
- **Page count:** 36 pages + covers
- **Color:** 4/4
- **Finishing:** Saddle stitch, A4 finished size

### **SCENARIO #2 Development Outreach Card with branded envelope**

- **Quantity:** 800 of each piece (card and carrier envelope)
- **Stock:** 100# Matte Cover
- **Invitation** 5x7" folded; 10x7" unfolded
- **Color::** 4cp/4cp
- **Finishing:** Score and folded to final size: 5x7
  
- **Carrier Envelope:**
- **Trim Size:** A7
- **Stock:** 70# Opaque text
- **Ink:** 4/0

### **Scenario #3:Annual Report and carrier envelope**

- **Quantity:** 400 of each piece
- **Trim Size:** 8" x 8"
- **Stock:** 100# matte Cover, 80# Text
- **Page count:** 20 pages + covers
- **Color:** 4/4
- **Finishing:** Saddle stitch, 8x8 finished size
  
- **Carrier Envelope:**
- **Final size:** 8.5x8.5"
- **Stock:** 70# Opaque text
- **Ink:** 4/0



**QUESTIONS FOR VENDORS:**

1. How do you handle orders on customizable items such as business cards? For example, if we provide the business card template, would we be able to use a storefront-like platform to place these orders or would each order need to be customized every time an order is placed?
2. If we provide specs for certain commonly produced items (for example, our standard #10 branded envelopes) are you able to provide us with a pricing table that will approximate how much these items will cost at different quantities so we can reference this information for future orders?
3. Can you describe your internal quality control procedures for ensuring high-quality orders?
4. What do you consider to be a local delivery and how much do you charge for deliveries?

**PROPOSED TIMELINE:**

**DATE: 3/25/22** – Release of RFP

**DATE: 4/1/22** – Submission of Contractual and Technical Inquiries to:  
Kelsey Brosnan, Sr. Graphic Designer – [kbrosnan@pedaids.org](mailto:kbrosnan@pedaids.org), and  
Kyu-San Shim, Awards and Compliance Coordinator – [kshim@pedaids.org](mailto:kshim@pedaids.org)

No phone calls please.

**DATE: 4/5/22** – Question and Answer Response Document posted on EGPAF website at <https://www.pedaids.org/pages/contracting-opportunities>.

**DATE: 4/8/22** - Completed proposals must be delivered electronically by the deadline mentioned on page one to:  
Kyu-San Shim, Awards and Compliance Coordinator [kshim@pedaids.org](mailto:kshim@pedaids.org) with a “cc” to  
Clare Dougherty, VP of External Affairs [cdougherty@pedaids.org](mailto:cdougherty@pedaids.org) and  
Kelsey Brosnan, Sr. Graphic Designer, [kbrosnan@pedaids.org](mailto:kbrosnan@pedaids.org))

**DATE: 4/22/22** – Final decision announced and Offerors notified

**DATE: 4/29:** – Contract executed and Services begin.

**Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.**



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### **ADDITIONAL INFORMATION**

Please include the RFP # reflected on the first page of this document on all proposals and e-mail communications.

Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals may be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

### **ETHICAL BEHAVIOR:**

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience or suspect unethical behavior by a Foundation employee, please contact [fraud@pedaids.org](mailto:fraud@pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://www.reportlineweb.com/PedAids/). Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.



**KEY SOLICITATION TERMS AND CONDITIONS**

The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.
3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this solicitation, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the bidding process.
4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.
7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
9. Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS EGPAF is an Equal Employment Opportunity employer and represents that all qualified bidders will



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- receive consideration without regard to race, color, religion, sex, or national origin.
10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of EGPAF.
  11. **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, EGPAF embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and EGPAF employees, or other unethical practices. If you experience of suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or EGPAF's Ethics Hotline at [www.reportlineweb.com/PedAids](http://www.reportlineweb.com/PedAids). Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.
  12. Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.