

REQUEST FOR PROPOSALS (RFP)
Print Production and Fulfillment Services for Development RFP
in support of
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
DC Office
(1120 19th St NW, Suite 500, Washington, DC 20036)
Proposal Deadline: July 24, 2026

ABOUT EGPAF

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) is a global leader in the fight to end HIV and AIDS. Our mission is to prevent pediatric HIV infection and eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs.

For more information, visit www.pedaids.org.

BACKGROUND

The Development Department at EGPAF produces a variety of fundraising, stewardship, marketing, and donor engagement materials throughout the year. These materials support individual giving, workplace giving, peer-to-peer fundraising, major gifts, planned giving, awareness campaigns, donor stewardship, and special events.

The EGPAF Development team seeks proposals from qualified print production vendors to provide printing, finishing, mailing, and related services across an array of projects. The selected vendor will serve as a preferred print partner and collaborate with EGPAF Development staff to produce high-quality materials that meet budget, timeline, and brand requirements.

SCOPE OF WORK

The selected vendor may be asked to provide services, including, but not limited to:

Printing Services

- Direct mail appeals
- Postcards and self-mailers
- Event collateral and signage
- Brochures and impact reports
- Planned giving and estate planning materials
- Workplace giving collateral
- Presentation folders and inserts
- Letterhead
- Window envelopes
- Note cards

Production and Mailing Services

- Variable data printing and personalization
- Data processing and address hygiene
- Folding, inserting, tabbing, and finishing
- USPS mail preparation and postal optimization
- Bulk mail services
- Mailing and fulfillment
- Print proofs and quality assurance
- Project management and production scheduling
- National Change of Address (NCOA) processing

ESTIMATED ANNUAL PROJECTS

The following are representative projects and volumes. Actual quantities may vary.

- Year-End Appeal Package - approximately 2,000 pieces
- Year-End Reminder Postcards - 2,000 pieces
- Planned Giving Materials
- Workplace Giving Campaign Materials
- Event Signage and Collaterals
- Holiday Cards
- Additional fundraising and stewardship projects as needed

The Foundation does not guarantee any minimum volume of work.

DELIVERABLES

The selected vendor will:

- Provide project estimates and timelines upon request.
- Provide project proofs, digitally and/or physically as agreed to on a project-by-project basis.
- Deliver high-quality printed materials according to approved specifications
- Maintain quality control throughout production and mailing processes.
- Provide mailing reports and postal documentation.
- Designate a primary account manager for all EGPAF projects.
- Meet agreed-upon production schedules.

SUBMISSION REQUIREMENTS

Interested vendors should submit the following:

- **Company Overview**
 - Brief company history
 - Number of employees
 - Location(s)
 - Years in business

- **Relevant Experience**
 - Experience supporting nonprofit organizations
 - Experience producing direct mail fundraising campaigns
 - Examples of similar projects completed within the past three years

- **Client References**
 - Three nonprofit client references
 - Contact name, title, organization, email, and phone number

- **Pricing**
 - Provide pricing examples for the following:
 1. Four-color postcard (2,000 quantity)
 2. Four color greeting card (500 quantity)
 3. Four-color brochure (8.5" × 11" (tri-fold to 3.67" × 8.5")) (2,000 quantity)
 4. Direct mail package including letter, reply device, reply envelope, outer envelope, personalization, and mailing (2,000 quantity)
 - Please include any additional fees for:
 1. Setup
 2. Data processing
 3. Proofing
 4. Postage management
 5. Mailing

- **Sample Work**
 - Provide examples of direct mail, newsletters, or other fundraising collateral produced for nonprofit clients.

EVALUATION CRITERIA

Criteria	Weight
Relevant nonprofit and fundraising print experience	30%
Pricing competitiveness	25%
Quality of work samples	20%
Production and mailing capabilities	15%
References and customer service approach	10%
Total - 100%	

PROPOSED TIMELINE

Date	Activity
July 2, 2026	RFP Released
July 9, 2026	Questions Due
July 11, 2026	Written Responses to Questions Posted shared with all applicants
July 24, 2026	Proposal Submission Deadline
July 25–28, 2026	Vendor Interviews (if needed)
July 30, 2026	Vendor Selection Announced
August 3, 2026	Contract Execution

SUBMISSION INSTRUCTIONS

All proposals should be submitted electronically in PDF format to:

[NAME]

Elizabeth Glaser Pediatric AIDS Foundation: Print Production and Fulfillment Services for Development RFP

[Email]

donate@pedaids.org

Questions regarding this RFP should be submitted via email only. No phone calls, please.

EGPAF reserves the right to reject any or all proposals, negotiate with one or more vendors, and select the proposal that provides the best overall value to the Foundation.

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 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 or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at fraud@pedaids.org or EGPAF's Ethics Hotline at 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.