



# Request for Proposals (RFP) Master Vendor Printing Services Agreement

## Overview

Children's Trust of South Carolina is seeking proposals from qualified vendors to provide printed materials, promotional items and product fulfillment services. The organization would like to establish a contractual relationship with a single vendor that can provide these services.

## Organizational information

Children's Trust is the only statewide organization focused on preventing child abuse and neglect in South Carolina. It leads and supports a network that shares the belief that all children should thrive, live in secure families and be surrounded by supportive communities. Children's Trust directs the state's coordinated efforts for the Strengthening Families Program; Triple P (Positive Parenting Program); S.C. Adverse Childhood Experiences Initiative; Maternal, Infant and Early Childhood Home Visiting; Child Abuse Prevention Month; and KIDS COUNT. For more information, visit [scChildren.org](http://scChildren.org).

## Scope of project

Children's Trust is seeking a print vendor to provide a range of services throughout a calendar year, and projects will vary based on Children's Trust contract obligations and other strategic needs. Services are expected to include printed materials, promotional items and fulfillment services, including mail. The majority of the work is anticipated to be print.

Due to variances in grant obligations, Children's Trust cannot guarantee a minimum amount of revenue from this agreement. For the past five years, Children's Trust has spent between \$33,000 to \$95,000 annually on these kinds of services. In the past three years, Children's Trust spent \$33,131 (2020), \$45,038. and \$52,510. The duration of this agreement is three years, with the option to extend for an additional two years.

A sample list of anticipated services is included in this RFP. The contract will not guarantee pricing, and each order under this agreement will need to be estimated. Future estimates should be within a reasonable variance of what is proposed and may require additional services, such as shrink wrap or mail prep, be itemized.

The vendor reserves the right to refuse work, especially for reasons such as budgetary restraints, timing considerations or size. Children's Trust reserves the right use additional vendors for reasons such as budgetary restraints, timing considerations or size of job.

This vendor relationship will be managed by Todd Hooks, art director; and Tyrell Prentice, senior accountant

## Estimate

Please provide estimates for the following sample services.

Flyer	<ul style="list-style-type: none"> <li>● Finished Size: 8.5" x 11"</li> <li>● Paper: 80lb Endurance Silk Text</li> <li>● Color: 4/4 (CMYK)</li> <li>● Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> <li>● Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>● Bindery: Trim, Carton Pack</li> <li>● Shipping: FOB Columbia, SC</li> <li>● Quantities to estimate <ul style="list-style-type: none"> <li>○ 250</li> <li>○ 500</li> <li>○ 1,000</li> </ul> </li> </ul>
Annual Report	<ul style="list-style-type: none"> <li>● Flat Size: 18" wide x 10.875" high</li> <li>● Finished Size: 9" wide x 10.875"</li> <li>● Pages: 12 pages plus cover (16 total pages)</li> <li>● Cover Paper: 100lb Endurance Silk Cover</li> <li>● Text Paper: 100lb Endurance Silk Text</li> <li>● Color: 4/4 (CMYK) with Flood Satin Aqueous</li> <li>● Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> <li>● Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>● Bindery: Fold, Saddle Stich, Trim, Carton Pack</li> <li>● Shipping: FOB Columbia, SC</li> <li>● Quantities to estimate <ul style="list-style-type: none"> <li>○ 250</li> <li>○ 500</li> <li>○ 1,000</li> </ul> </li> </ul>
Card	<ul style="list-style-type: none"> <li>● Finished Size: 10" wide x 7.5" high</li> <li>● Paper: 120lb Endurance Silk Cover</li> <li>● Color: 4/4 (CMYK) with Flood Satin Aqueous</li> <li>● Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> <li>● Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>● Bindery: Trim, Carton Pack</li> <li>● Shipping: FOB Columbia, SC</li> <li>● Quantities to estimate: <ul style="list-style-type: none"> <li>○ 45,000</li> <li>○ 55,000</li> <li>○ 65,000</li> </ul> </li> </ul>
Booklet	<ul style="list-style-type: none"> <li>● Flat Size: 13" wide x 8.5" high</li> <li>● Finished Size: 6.5" wide x 8.5" wide</li> <li>● Pages: 8 page self cover</li> <li>● Paper: 100lb Endurance Silk Text</li> <li>● Color: 4/4 (CMYK) with Flood Satin Aqueous</li> <li>● Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> </ul>

	<ul style="list-style-type: none"> <li>• Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>• Bindery: Trim, Fold, Saddle Stich, Carton Pack</li> <li>• Shrink Wrap: in 50's</li> <li>• Shipping: FOB Columbia, SC</li> <li>• Quantities to estimate: <ul style="list-style-type: none"> <li>○ 5,000</li> <li>○ 7,500</li> <li>○ 10,000</li> </ul> </li> </ul>
Pocket-Size Booklet	<ul style="list-style-type: none"> <li>• Flat Size: 8" wide x 4" high</li> <li>• Finished Size: 4" wide x 4" high</li> <li>• Pages: 16 page self cover</li> <li>• Paper: 100lb Endurance Silk Text</li> <li>• Color: 4/4 (CMYK) with Flood Satin Aqueous</li> <li>• Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> <li>• Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>• Bindery: Trim, Fold, Saddle Stich, Carton Pack</li> <li>• Shrink Wrap: in 50's</li> <li>• Shipping: FOB Columbia, SC</li> <li>• Quantities to estimate: <ul style="list-style-type: none"> <li>○ 2,500</li> <li>○ 5,000</li> <li>○ 10,000</li> </ul> </li> </ul>
Business Cards	<ul style="list-style-type: none"> <li>• 9 lots (3 Names with 3 different designs per name)</li> <li>• Finished Size: 3.5" wide x 2" high</li> <li>• Paper: 100lb Accent Opaque Smooth Cover</li> <li>• Color: 4/4 (CMYK)</li> <li>• Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> <li>• Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>• Rounded Corner: .25" rounded corners on all sides</li> <li>• Bindery: Trim, Carton Pack</li> <li>• Shipping: FOB Columbia, SC</li> <li>• Notes: 249 cards per name (83 cards per lot) x 3 names</li> <li>• Quantity to estimate: 747 total cards</li> </ul>
Foam core signs	<ul style="list-style-type: none"> <li>• Sizes: 32" wide x 40" high, 9: wide x 12" high and 10" wide x 10" high circle cut sign.</li> <li>• Color: 4/0 (CMYK)</li> <li>• Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> <li>• Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>• Bindery: If printing directly on foamcoare rather than printing on paper and sticking that to foamcore, please specify</li> <li>• Shipping: FOB Columbia, SC</li> </ul>

	<ul style="list-style-type: none"> <li>• Quantity to estimate: 1 of each size. <ul style="list-style-type: none"> <li>○ Please list cost for each size</li> <li>○ 32" wide x 40" high</li> <li>○ 9: wide x 12" high</li> <li>○ 10" wide x 10" high circle cut sign</li> </ul> </li> </ul>
Direct mail card	<ul style="list-style-type: none"> <li>• Finished Size: 7" wide x 5" high</li> <li>• Paper: 100lb Endurance Silk Cover</li> <li>• Color: 4/4 (CMYK) No aqueous</li> <li>• Artwork Supplied to Printer: InDesign package and/or Print-Ready PDF</li> <li>• Proofs: Printed proof delivered to office (PDF proof available if requested)</li> <li>• Bindery: Trim, Carton Pack</li> <li>• Shipping: FOB Columbia, SC</li> <li>• We would supply a spreadsheet mailing list and would require the printer to mail these pieces for us through USPS with our indicia that would be printed on the card. All necessary completed paperwork must be handled by the printer and with USPS. We would also need confirmation of postage cost for Bulk Rate to ensure our permit has sufficient funds available. Please separate cost of printing and any mail prep needed. Postage would be paid by the Children's Trust of SC permit number.</li> <li>• Quantities to estimate: <ul style="list-style-type: none"> <li>○ 250</li> <li>○ 500</li> <li>○ 1,000</li> </ul> </li> </ul>
Additional services	<ul style="list-style-type: none"> <li>• Delivery in the Columbia area to 1330 Lady Street, Suite 310</li> </ul>

## Proposal requirements

All written proposals must include the following:

- Estimates for the sample services. Please submit a single page summary of sample services itemized according to item and quantity in the same order as above. Please include an *estimated* lead time on sample products. Vendors are welcome to attach full estimates as documentation.
- Complete list of services provided by vendor.
- A history of the vendor, including length of time in existence, experience in working with nonprofit organizations
- A list of references/and or customer statements with name, title, and contact information (telephone and email addresses) for three discrete, long-term clients.
- Statement of customer service and quality guarantee
- Organizational commitment to diversity, equity and inclusion that shows vendor's active commitment
- List of the vendor's key personnel who would be directly involved in working with the Children's Trust on this project and specifying the role each one will play
- Value-add services include in-kind donations that might be offered at a specified level of billing

- Any potential conflicts of interest
- A copy of the firm's standard contract, terms and conditions and sample billing
- Vendor is welcome to drop-off sample materials

## Submission of proposals

All components of the proposal should be contained within a single PDF document and appropriately labeled. Web addresses and/or links to sample work are acceptable. Any attachments to the proposal may not be considered. All proposals should be submitted by email to Todd Hooks, art director, by **4 p.m., Monday, Jan. 11**, to [thooks@scchildren.org](mailto:thooks@scchildren.org). Confirmation receipts will be sent daily starting Monday, January 4. If you do not receive a confirmation, please call 803-744-4051. Any proposals received past deadline may not be considered.

## Evaluation process and criteria

Children's Trust will evaluate vendors according to the standards and requirements outlined in this RFP:

- **Competitive pricing:** pricing of the sample products listed above
- **Range of services:** vendor can provide seam
- **Product quality:** references, previous customer statements, satisfaction guarantees
- **Customer service:** references, previous customer statements, responsiveness
- **Organizational commitment to diversity, equity and inclusion:** please share how you are actively committed to building equity in the community
- **Value-add**
- **Terms, conditions and billing samples**

## Terms and conditions

Successful bidder will not release records or information related to Children's Trust unless an application for public information is submitted and approved by Children's Trust board of directors.

Children's Trust reserves the right to reject any or all proposals received, to request clarification of any proposal, to request a face-to-face interview, to waive informalities or irregularities, and to select a service provider not based solely on the lowest cost.

Children's Trust will not pay for any information requested herein, nor is it liable for any costs incurred by the participant in responding to this request. All proposals submitted become the property of Children's Trust and will not be returned.

None of the information released either verbally or in writing shall be deemed binding to Children's Trust in any manner.

All proposals or offers must be signed by a duly appointed officer or agent of your company.

All proposals will be kept confidential.

Any questions regarding this opportunity must be submitted in writing to Bett Williams at [bwilliams@scchildren.org](mailto:bwilliams@scchildren.org). Additional information based on questions received during the RFP period will be posted to the website. Interested vendors are encouraged to check the page frequently throughout the submission period for additional information.