



EARLY LEARNING

COALITION OF HILLSBOROUGH COUNTY

REQUEST FOR PROPOSAL PRINTING SERVICES

May 10, 2023 – May 24, 2023

Proposals should be directed to:

**Alison Fraga
Chief Development Officer**

**Early Learning Coalition of Hillsborough County
6302 E. Dr. Martin Luther King, Jr. Blvd.
Suite 100
Tampa, FL 33619
813-515-2340 extension 360
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I. GENERAL INFORMATION

A. **Purpose.** This request for proposal (RFP) is for the Early Learning Coalition of Hillsborough County ("ELCHC" or "Coalition") to identify and contract with a single organization that can produce printed items from time period July 1, 2024, to June 30, 2025 with the option to contract for fiscal years 2026 and 2027. Please note, this is not for a single item but to fulfill ALL print items.

B. **Who May Respond.** Any U.S. based organization providing print services

C. **Instructions on Proposal Submission.**

1. **Closing Submission Date.** Proposals must be submitted no later than 5:00 pm EST on Friday, May 24, 2024.

2. **Inquiries.** There will be no inquiries accepted during the posting period.

3. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Coalition.

It is the responsibility of the Offeror to ensure that the proposal is received via email by the Coalition by the date and time specified above. Late proposals will not be considered.

To ensure a fair review and selection process, personnel submitting proposals are specifically requested not to make other contacts with Coalition staff or members of the Board of Directors regarding this proposal during the proposal's timeline. Failure to comply with this request will result in disqualification of the proposal.

4. **Right to Reject.** The Coalition reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.

5. **Minority-Owned Businesses.** Efforts will be made by the Coalition to utilize woman, minority and/or service-disabled veteran owned businesses.

6. **Notification of Award.** It is expected that a decision selection will be made within two (2) weeks of the closing date for the receipt of proposals. Upon

conclusion of final negotiations, all Offerors submitting proposals to this Request for Proposal will be informed about the selection decision. If both parties cannot agree on prices for a formal contract, the work will be rebid.

- II. DESCRIPTION OF ENTITY.** The Early Learning Coalition of Hillsborough County (ELCHC) was created in response to the School Readiness Act (s. 411.01, Florida Statutes (FS)) in 2000 and is dedicated to ensuring quality early care and education for children in Hillsborough County. The Coalition is a nonprofit corporation which has been determined to be exempt from Federal income tax under Section 501 (c)(3) of the Internal Revenue Code.

The project included in this RFP will be funded 100% from federal funds, with disclosure to comply with Public Law (P.L.) 103-333, s. 508.

Mission: The Early Learning Coalition of Hillsborough County provides children, birth to 5 years, high quality, equitable and inclusive early learning experiences preparing them for success in school and life through the collaboration of families, educators, and the community.

FAST FACTS:

- Current number of staff: 150
- 2022-2023 Operating Budget: \$234,482,081
- Current number of board of directors: 24
- Approximately 1,200 child care providers in Hillsborough County
- 2022-2023 School Readiness children served: 12,579
- 2022-2023 Voluntary Pre Kindergarten (VPK) children served: 11,579
- Website to learn more: www.elchc.org

III. SCOPE OF SERVICES NEEDED

The Early Learning Coalition of Hillsborough County is in search of a vendor capable of providing a comprehensive range of printing services for the fiscal year spanning July 1, 2024, to June 30, 2025, and the option to contract for fiscal years 2026 and 2027. Our estimated budget for this initiative will not exceed \$35,000 for the specified fiscal period.

The selected vendor will be responsible for the following:

- Sourcing, fulfilling, and shipping/delivering various printed items including but not limited to:
 - Foam core signage
 - Labels,
 - Pamphlets,
 - Postcards,
 - Parade banners,
 - Vinyl door signage
 - Pop-up banners
 - Business cards
 - Event materials (e.g., name badges, event programs)
- Ensuring brand consistency and quality control across all printed materials.
- Providing real-time tracking and reporting of orders and shipments allowing ELCHC to monitor delivery status of print materials.
- Accommodating rush orders and meeting tight deadlines without compromising quality standards.
- Providing a consultative approach, offering suggestions and guidance based on their expertise in printing services to maximize the impact of our printing efforts.

IV. CONTRACT ETHICS.

1. No employee of the Coalition who exercises any responsibilities in the review, approval, or implementation of the proposal or contract shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any Coalition employee, Board of Director, or for any Coalition employee, or Board of Director to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

- V. PROPOSAL SUBMISSION.** Proposals received after the deadline will not be accepted. It is neither Coalition's responsibility nor practice acknowledging receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

The Coalition reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all respondents, and further reserves the right to select the proposal which furthers the best interests of the Early Learning Coalition of Hillsborough County.

Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.

- VI. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall at a minimum include the following:

1. Organizational information.

- a. Bidder name
- b. Address
- c. Email
- d. Phone, and preferred method of contact
- e. Indicate, if appropriate, if the firm is a small or Certified Minority Owned Business (CMOB include certificate with RFP)
- f. Name where you maintain office(s)
- g. Provide cost (including design, set up), production time and delivery method of a full color, double-sided, half page (5.5 x 8.5) postcard using 18pt paper and matte finish.

2. Detailed Scope of work Items:

RFP Timeline.

RFP Issue Date:	May 10, 2024
Deadline to submit questions	n/a
Proposal Due Date	May 24, 2024, 5:00 pm (EST)
Evaluation Period	May 25-29, 2024

Award and Contract Execution	On or before June 30, 2024, contingent on Board approval during June 5, 2024, Finance Committee meeting.
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VI. RFP SCORING. Proposals will be scored based on the following attributes and weights:

Attribute	Weight
Ability to demonstrate fulfillment of both standard and less frequent print needs such as standard fulfillment services such as consistent color matching, variety of paper options, rush orders, die cut requests and vinyl.	30%
List of 5-7 current client reviews	20%
Ability to demonstrate exceptional response time and satisfaction guaranteed	20%
Demonstration of additional services at no charge such as set up fees, labeling, sorting, delivery and/or creative work/design	20%
Cost/Value	5%
Certified Minority-Owned Business	5%

