Reproductive Freedom for All 2023 Commercial Printer Request for Proposal

Organization Background
Reproductive Freedom for All fights for reproductive freedom for every person in every state. We organize and mobilize to ensure everybody has access to abortion care, birth control, paid family leave, and pregnancy discrimination protections.

Our Congressional Record on Reproductive Freedom is an essential resource in our work to hold elected officials accountable for their votes on reproductive freedom and to mobilize the 8 in 10 Americans who believe in the legal right to abortion.

Project Overview
The purpose of this Request for Proposal ("RFP") is to identify a commercial printer to support us in the printing and mailing of our voting record during the month of January 2024.

We are looking for a company that can print approximately 500 booklets and assist us with a handful of shipments to several stakeholders.

We are aiming to hire a printer in early December 2023 with the goal of printing our voting record in January 2024.

Printers should have:
- Experience producing high quality printed materials
- Demonstrated ability to create products within a certain set of specifications
- Ability to be flexible as the printing timeline can shift depending on the congressional calendar at the end of the year
- A demonstrated commitment to Reproductive Freedom for All’s values of collaboration, equity, excellence, inclusion, and transparency
- A strong commitment to protecting reproductive freedom.

The consultant will work with our Government Relations team.

RFP Objectives
Reproductive Freedom for All is looking for a printer to:
- Print 400-500 copies of Reproductive Freedom for All’s annual Congressional Record on Reproductive Freedom with the specifications listed below
● Collaborate with a graphic designer in the digital formatting of the booklet
● Mail separate batches of the record to elected officials on Capitol Hill and an array of organizational stakeholders

**Budget Details**
The budget for this project is approximately $1,000 - $2,500, including mailing.

**RFP Point of Contact and Timeline**
Please direct all questions and submit all materials to:
Amy Williams Navarro, Associate Director of Federal Legislative Affairs
—awilliamsnavarro@reproductivefreedomforall.org

**December 13, 2023:** RFP is sent

**December 18, 2023:** Proposals must be received by Reproductive Freedom for All.

**December 20, 2023:** Review period closes

**December 22, 2023:** Printer selected

**RFP Questions**

*Your Experience and Approach*

● Please describe your experience working in printing services.
● Please describe your experience mailing printed products to Capitol Hill.
● Please describe your approach to setbacks and shifting deadlines.
● Please provide a quote for printing approximately ~500 copies of pamphlets with these specifications:
  ○ PAGES: 24PP PLUS COVER
  ○ FLAT SIZE: 8" X 8"
  ○ FINAL SIZE: 4" X 8"
  ○ ARTWORK: PRINT READY PDF
  ○ PROOFING: PDF PROOF
  ○ STOCK: TEXT - 70# WHITE OFFSET
  ○ COVER - 10PT TANGO C1S COVER
  ○ INK: TEXT - K / K, NO BLEED (DIGITAL)
  ○ COVER - 4C / 4C, BLEEDS (DIGITAL)
  ○ FINISHING: FOLD SADDLE STITCH ON 8"
  ○ PACKAGING: CARTON PACK
• Please provide a quote for mailing ~300 copies of the congressional record to Capitol Hill, ~100 copies to individual recipients, and ~100 copies to Reproductive Freedom for All’s office (address below).

About You
• Please provide the names and contact information of two clients or references with whom you have worked directly and can speak to your work.
• Describe your commitment to diversity, equity and inclusion. Provide specific examples that support this commitment.
• Describe your efforts to support reproductive freedom and social justice issues. Provide specific examples of these efforts, for example, have you worked with other progressive advocacy or reproductive freedom organizations?
• Please indicate whether you describe yourself or your company as identified below and whether there is certification/representation at the ownership level in the following categories:
  ○ Minority-owned
  ○ Women-owned
  ○ LGBT+-owned
  ○ Disabled-owned
  ○ Veteran-owned
  ○ Union affiliated