



Request for Qualifications Promotional Item Services

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified vendors to provide an array of branded promotional items for the agency. By creating a list of qualified vendors, Rhode Island Housing can most efficiently purchase promotional items to meet the diverse needs of the agency.

INSTRUCTIONS

Proposals must be submitted to Rhode Island Housing, 44 Washington Street, Providence, R.I. 02903-1721, Attn: Mary Kate Harrington, Public Information Manager. Proposals must be concise and include all attachments.

Proposals must be received no later than **5:00 p.m. EST on Friday, July 31, 2015**.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Rhode Island Housing seeks to develop a list of pre-qualified vendors to supply a wide array of promotional items commonly used by the agency for external marketing, outreach, and other business purposes. These items may include, but are not limited to, pens, ceramic mugs, hats, clothing and the like. Items will incorporate multiple variations of Rhode Island Housing logos and artwork, depending on the type of item and intended use. Most items anticipated to be ordered by Rhode Island Housing will incorporate a one-color imprint or stamp, but we expect occasional exceptions. As a result, the successful vendors should be capable of producing single- and multi-color imprinted and stamped items.

Rhode Island Housing generally uses promotional items as a marketing strategy to promote the work of the agency and therefore all such items need to be professional in appearance and of good quality. Successful vendors must demonstrate a broad range of products, and the capacity to process and produce orders in a timely fashion. Successful vendors will have had five or more years of experience providing branded promotional items for business clients. Vendors selected for inclusion on this list are not guaranteed to receive any certain number or dollar value of assignments.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

A. General Firm Information

1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name and address of the firm;
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal;
 - c. Brief summary of the type of promotional items offered by the firm. Indicate which services (i.e. embroidery, imprinting, etc.) you would perform in-house and which would require outside vendors.
2. Include a current client roster, including a lead contact name and telephone number for those organizations or businesses for which your firm has provided a similar service. References should be companies or institutions that have purchased items similar in scope.
3. Describe your company's role in similar engagements, particularly those involving state or quasi-public organizations.
4. Describe the general time frame in which your company and any proposed subcontractors would be available to provide the services described in the Scope of Work. Please indicate expected turnaround time from order to receipt of order, and method and expense of delivery.

B. Qualifications/Experience

1. Please describe your firm's experience providing branded promotional items for business clients. In particular, support your capacity to provide the Scope of Work.
2. Provide a representative sample of promotional merchandise produced by your firm, of the sort that Rhode Island Housing would be able to select and order, including: pens, shirts, T-shirts, jackets, hats and tradeshow items (e.g., brochure holders).

C. Cost

Cost is one of the factors that will be considered in reviewing submissions to this RFP. The information requested in this section is required to support the reasonableness of your pricing.

1. Please provide a sample price list for the following items:
 - a. Long-sleeve Oxford Shirt (men's and women's)
 - b. Full Zip Fleece Jacket (men's and women's)

- c. Lightweight Nylon Hooded Pullover (men's and women's)
- d. 11 oz White Ceramic Mugs, single-color logo
- e. 4-Ink Color Pens, White Barrel, single-color logo

Most items anticipated to be ordered by Rhode Island Housing will require a one-color imprint or stamp, but there may be exceptions. For the purpose of this RFP, please provide a quote for one color only.

- 2. Please provide any other fee information applicable to the proposed product or service that has not been previously covered.

D. Certifications

- 1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
- 2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the

positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Mary Kate Harrington at mharrington@rhodeislandhousing.org seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after December 19, 2014, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of Rhode Island Housing employees (the “Committee”) will review all proposals and recommend a bid proposal to the Executive Director for engagement by Rhode Island Housing. Proposals will be evaluated on the following criteria:

- Costs
- Variety of merchandise offered by respondent
- Quality of merchandise offered by respondent
- Ability to meet specifications, terms and conditions and deadlines
- References

- Prior working experience with Rhode Island Housing and/or similar organizations

Rhode Island Housing reserves the right to award this proposal on an item-by-item basis or as a group of items. Rhode Island Housing reserves the right to reject any or all proposals, in whole or in part, and is not necessarily bound to accept the lowest cost proposal

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

For additional information contact: mharrington@rhodeislandhousing.org.