



Request for Proposal: Print & Signage Services for 24/25 Fiscal Year

Introduction: Bennington Public Schools Foundation seeks proposals from qualified print and signage service providers. The purpose of this Request for Proposal (RFP) is to invite potential vendors to submit their proposals to Bennington Public Schools Foundation for review and consideration. Bennington Public Schools Foundation may select multiple vendors to meet the needs of this proposal.

Background: Bennington Public Schools Foundation is a nonprofit 501(c)(3) dedicated to serving the Bennington Public Schools District. Its mission is to promote excellence in education for all students by providing resources to inspire learning, enrich teaching and maximize opportunities. With a vision to bridge financial and resource gaps so that all students are supported and connected to educational opportunities. As our district continues to rapidly grow, we are looking to outsource our growing print and signage services to a competent and experienced vendor to improve our operations and efficiency.

Scope of Work: The selected vendor will be responsible for the following aspects of print and signage needs for the 24/25 fiscal year:

- 1) Direct Mail
 - a) Annual Newsletter in November, 8.5"x11", 8 pages, stitched, Quantity: ~6,500
 - b) Quarterly Update: 5"x7", double sided postcard, Quantity: ~6,500
 - i) August, February, May
 - c) End of Calendar Year Give 5"x7" double sided postcard TBD – December
 - d) Alumni Give 5"x7" double sided postcard TBD – May
- 2) Signage
 - a) 2024 Senior Yard Signs in May: 18"x24", single sided, full color, Quantity: ~250
 - b) 2025 Kindergarten Yard Signs in July: 18"x24", single sided, full color, Quantity: ~380
 - c) Gala Event Signage: 2'x3' foam board signs, 3 separate designs
 - d) 1 Branded Pop-up banner
 - e) 1 Branded 6' Table Cover (black or blue with white logo)
- 3) Print
 - a) Gala Tri-Fold Brochures: 8.5"x11", tri-fold, double sided, folded, Quantity: ~200
 - b) Thank You cards with envelopes: 5.5"x4", front/back full color, Quantity: ~500
 - c) BPSF Tri-Fold Brochure: 8.5"x11", tri-fold, double sided, folded, Quantity ~500
- 4) Priority for ongoing reorders or other projects as they arise

- a) Business cards
- b) Branded #10 envelopes

Proposal Submission Requirements: Interested vendors are requested to submit the following information as part of their proposal:

1. Company Overview:
 - Background of the company
 - Experience in providing print and signage services
 - Examples of relevant successful client work
2. Pricing & Production:
 - Detailed pricing structure including setup fees, transaction fees, etc.
 - Any additional costs that may apply

Evaluation Criteria: Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications
2. Pricing

Exchange for Goods: BPS Foundation can offer sponsorships in exchange for discounted services on this project. Interested parties should reflect this in their proposal.

Submission Deadline: All proposals must be submitted no later than July 31. Late submissions will not be considered.

Proposal Submission: Proposals should be submitted electronically to Executive Director **Blake Thompson at bthompson@bennps.org** with the subject line "Print & Signage RFP: Bennington Public Schools Foundation" by July 31 2024. A selection will be made and all vendors will be contacted by August 9, 2024.

Important Dates:

- **RFP Release Date:** July 2, 2024
- **Proposal Submission Deadline:** July 31, 2024
- **Vendor Selection:** Notified by August 9, 2024

Contact Information: For questions and submission of proposals, please contact Executive Director Blake Thompson at bthompson@bennps.org.