



Request for Proposal (RFP) for Branded Merchandise and Print Materials

Issued by: Denver Scholarship Foundation

Listing Date: March 3, 2025

Denver Scholarship Foundation (DSF) is excited about expanding the work we do with a diverse group of product vendors! We are currently seeking proposals from qualified vendors who align with our values and can produce branded merchandise and print materials throughout the organization. We are looking for partners who can deliver high-quality items such as apparel, promotional products, and a variety of sizing prints with consistency across all products. The ideal vendor should have the ability to communicate quickly and efficiently to ensure seamless collaboration and timely delivery.

Background

Denver Scholarship Foundation (DSF) is a nonprofit helping to make college possible and building the educational and economic future of Denver by collaborating with Denver Public Schools (DPS) high school students, families, and partners statewide to increase access and completion of post-high school learning, while also expanding generational exposure to career and entrepreneurial opportunities. DSF's nationally recognized, evidence-based three-part program consists of support systems, actionable tools, and scholarships to help guide Denver students to lifelong success.

Scope of Work

We invite proposals from various vendors who specialize in producing customized promotional materials including, but not limited to the following:

1. Branded Merchandise:

- Apparel (T-shirts, Sweaters/Hoodies, Hats)
 - *Please provide available sizing
- Pens
- Notebooks
- Other promotional items such as but not limited to:
 - Pennants
 - Foam Fingers
 - Pom Poms
 - Gift Baskets

2. Print Materials:

- Business Cards



- Postcards
- Flyers and Brochures (folded or saddle-stitch)
- Letters and Printed Envelopes
- Signage (indoor/outdoor, sizes typically up to 24x36)
- Pop-up banners
- Print decals (e.g., large wall logos, window decals)
- 3D wall-mounted lettering

Vendors should be able to provide accurate and timely proofs, various customization options, and high-quality materials suitable for long-term use. Additionally, vendors must be able to fulfill individual or bulk orders while maintaining consistency in branding and color quality.

Proposal Requirements

Interested vendors should submit a detailed proposal that includes the following information:

1. Company Information:

- Company name, address, and website
- Primary contact person (name, title, email, and phone number)

2. Product Capabilities and Offerings:

- List or links to a sample of products offered
- Customization options available
- Production lead time

3. Pricing and Order Requirements:

- Average price points per item type
- Minimum order quantities, if applicable
- Volume discounts, if available
- Setup costs

4. Business Profile:

- Size of the company
- Typical client profile (e.g., large businesses, nonprofits, individuals)

5. Payment Terms and Delivery:

- Preferred payment methods



- Payment terms (e.g., net 30, deposit requirements, etc.)
- Shipping or delivery options and associated costs

6. Previous Work and References:

- Examples of past projects, especially for local nonprofit or educational clients
- Client testimonials or references (if available)

Proposal Submission and Deadline

Submission Deadline: No later than April 4, 2025

Submission Method: Please send responses via email to Graciela Valencia at gvalencia@denverscholarship.org

For any questions or clarifications, please email Graciela Valencia.

Vendor Selection and Notification

Selected vendors will be notified by April 18, 2025. DSF reserves the right to negotiate terms, request additional information, or reject any and all proposals.

We appreciate your interest in partnering with DSF and look forward to reviewing your proposal!

Denver Scholarship Foundation

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