

NATIONAL COALITION OF 100 BLACK WOMEN, INC.

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**REQUEST FOR VENDOR SERVICES
PRESIDENT'S CIRCLE CAMPAIGN**

March 8, 2021

**Virginia W. Harris
National President**



MISSION

The mission of the National Coalition of 100 Black Women, Inc. (NCBW) is to advocate on behalf of Black women and girls to promote leadership development and gender equity in the areas of health, education and economic empowerment.

Introduction

The National Coalition of 100 Black Women, Inc. (NCBW), is a 38-year old advocacy organization whose vision is that Black women and girls will live in a world where socio-economic inequity does not exist. Headquartered in Atlanta, GA, NCBW is represented by 61 chapters, with 3,000 members in 26 states and the District of Columbia. It is a non-profit, 501(c)(3) tax-exempt, non-partisan organization. NCBW relies on the financial support of individuals, volunteers, foundations and corporations to carry out its mission.

President's Circle Campaign

The President's Circle is a biennial giving campaign that allows members, chapters and individuals to give towards the community growth of NCBW. Different levels of financial participation are offered to contributors ranging from \$100 to \$1,000 or more. Benefits are offered at all levels, however, as donations increase, so do benefits.

As part of the benefits package, NCBW presents unique gifts to high level donors in appreciation for their contributions. This year, the organization is seeking to present gifts that mirror or complement the signature President's Circle lapel pin, as shown.



*President's Circle
Signature Lapel Pin*

Deliverables

The National Coalition of 100 Black Women, Inc. is accepting proposals from vendors to provide the following signature merchandise to present to President's Circle donors.

- Signature merchandise that mirror or complement the signature President's Circle lapel pin.
- Prototype of signature merchandise to be produced
- Prototype of substitute merchandise to be produced (if proposed)
- Substitute merchandise must be of equal value, equal quality and representative of the President's Circle Campaign.
- Prototype of signature merchandise **or** substitute merchandise will require prior NCBW approval before vendor mass produces items.
- Vendor may submit a bid to produce all merchandise or selected merchandise

Delivery Date

All merchandise must be delivered to the National Coalition of 100 Black Women, Inc. National Office on or before **July 1, 2021**

2021 President's Circle Benefits Package

Minimum/Maximum No.	Item	Unit Cost
50-75-100	Signature Portfolio/Padboard	
50-75-100	Signature Writing Pen	
50-75-100	Signature Laptop/Tablet Tote Bag	
	Packaging/presentation of merchandise/if applicable	
	Other Charges	

If substitute merchandise is proposed, provide the following information for each:

- 50-75-100 minimum/maximum number of items
- Description of item
- Unit cost per item
- Packaging/Presentation of merchandise/if applicable
- Other Charges

Specifications

Signature Vinyl Portfolio/Padboard

- 8-5/8" x 6" x 1/4" (approximate dimension); color-black
- 25-50 sheet 8"x5" ruled notepad (approximate dimensions to fit Portfolio/Padboard)
- President's Circle logo – screen-printed imprint centered on front of Portfolio/Padboard
- Inside cover – includes a business card pocket, pen slot and document pocket to organize important information

Signature Writing Pen

- Product color – gold or black
- Imprint color – to be determined, based on color pen selected
- Pen ink color – black
- Imprint Area Wording – National Coalition of 100 Black Women, Inc. (first line)
President's Circle (second line)

Signature Laptop/Tablet Tote Bag

- Padded compartment that can hold a tablet or 15" laptop
- Interior zippered pocket(s) to provide secure and additional storage
- TSA compliant laptop sleeve expediting airport security
- Carry using dual shoulder-length handles/straps
- Trolley handle attachment on back; 10" handle drop height **(optional)**
- Color: Black
- President's Circle logo – screen-printed imprint centered on front of bag

Costs

Vendor shall submit good faith unit cost for signature or substitute merchandise, whichever is applicable. Vendor shall include costs associated with set-up, production and delivery of the merchandise, except NCBW will not cover overnight delivery or similar costs attributed to non-timely shipping of merchandise. An explanation of costs may accompany proposal. **NCBW will not pay any costs above the contracted amount.**

Vendor Experience

The vendor shall provide the following information in response to this solicitation:

- Background information about vendor or company, including website information
- Three (3) references from customers for whom vendor has provided merchandise to within the past twelve (12) months
- Three (3) examples of merchandise provided to customers within the past twelve (12) months (virtual presentation/photos acceptable)
- Return and refund policies

Timeline

Response to the Request for Vendor Services due March 31, 2021; 5:00 p.m. eastern time zone.

Proposals may be submitted electronically to: nationalsecondvp@nc100bw.org or mailed to National Coalition of 100 Black Women, Inc., 1720 Peachtree Street, N.W., Suite 1020, Atlanta, GA 30309; attention: Alfreda Stukes, National Executive Administrative Assistant. NCBW is not responsible for proposals delayed due to electronic transmission failure or United States Postal Service delivery delay.

Evaluation of proposals will be conducted in April. If additional information or discussions are needed with a vendor, they will be notified.

The successful bidder(s) will be notified on or before May 1, 2021.

Proposal Evaluation and Selection Criteria

Proposals will be evaluated by NCBW based on the following criteria:

- Examples of merchandise provided to customers within the past twelve (12) months
- Prototype of merchandise to be produced
- Capability of producing complete merchandise order; partial merchandise order
- Timeline for delivery of merchandise
- Return and refund policies
- Costs
- References

Taxes and Reporting Requirements

The successful bidder(s) is an independent contractor(s) and shall be responsible for the payment of all local, state and federal taxes that may be required in the performance of this solicitation.

Bidder(s) shall be responsible for fulfilling any reporting requirements imposed by local, state and federal regulatory agencies.

Other

Contract terms and conditions will be negotiated upon selection of the winning bidder(s). All contractual terms and conditions are subject to review by the National Coalition of 100 Black Women, Inc. Legal Team.

NCBW will acknowledge receipt of each Request for Vendor Services to the submitting email address only. All correspondence with respondents will be by email only.

Address questions and inquiries to:

Beverly P. Johnson
National Second Vice President
National Coalition of 100 Black Women, Inc.
nationalsecondvp@nc100bw.org

The National Coalition of 100 Black Women, Inc.
is an equal opportunity employer

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