



## **Baltimore Regional Housing Partnership**

### **Request for Proposal Printing Services**

**Issue Date: Wednesday, January 8, 2025**  
**Proposal Due Date: Friday, February 7, 2025**

**Contact Information:**

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Baltimore Regional Housing Partnership  
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**REQUEST FOR PROPOSAL FOR**  
**PRINTING SERVICES**

The Baltimore Regional Housing Partnership, Inc. requires the services and products of a printing firm. The fixed price agreement would commence as of March 2025 and continue until December 2027, with the option to extend services for one (1) additional two (2) year period.

All bidding firms must submit 1 original electronic copy according to the instructions contained in this Request for Proposal for Printing Services that must be received by BRHP on or before Friday, February 7, 2025 at 5:00 P.M. EST.

**INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

**Shari Stratton**  
**Vendor and Procurement Specialist**  
**Baltimore Regional Housing Partnership, Inc.**  
**100 North Charles Street, 2<sup>nd</sup> Floor**  
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**(p): 667-207-2127**  
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## **I. OVERVIEW OF BRHP**

The Baltimore Regional Housing Partnership, Inc. (BRHP) is a private nonprofit organization committed to opening pathways to a better future for low-income families in Baltimore City. As Regional Administrator of the Baltimore Housing Mobility Program (Program) since 2013, BRHP has supported thousands of families in finding housing in high opportunities areas throughout the Baltimore region. Uniquely, BRHP is one of the few agencies who administer the Housing Choice Voucher Program on a regional scale and provide housing mobility counseling services to families. The program currently provides over 4,300 families access to housing, educational, and employment opportunities in resource-rich communities. BRHP has a staff of 60+ and an annual budget of more than \$80 million, the vast majority of which goes to direct programmatic costs.

## **II. GENERAL INFORMATION**

The purpose of this Request for Proposal (RFP) is to select the most qualified firm that can provide Printing Services, who should have at a minimum, the qualifications, and experience necessary to perform the scope of work as described herein and shall be able to provide the services described in this RFP. BRHP is seeking the services of one firm, for a three-year term with an option to extend it for an additional two-year term.

BRHP strongly encourages locally owned, minority-owned, and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit a proposal, in response to this RFP.

- A. Equal Opportunity Policy** BRHP does not discriminate against any employee, applicant or sub-contractor because of race, sex, color, religion, age or national origin. BRHP takes affirmative steps to ensure that applicants are employed or sub-contracted, and that employees and sub-contractors are treated fairly during employment or for the term of their contract, without regard to their race, sex, color, religion, age or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfers; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. BRHP encourages responses from small and/or minority owned firms.

## **III. SCOPE OF SERVICES**

BRHP seeks a firm that can provide printing services to the organization.

### **Printing Services**

BRHP seeks the following types of printing services, including, but not limited to:



- Printing services
  - High volume print jobs
  - Bound print jobs
  - Specialty print jobs
  - Envelopes, plain and printed with logo
  - Bulk mailing
  - Custom graphics
  - Flyers
  - Brochures
  - Business Cards
  - Laminated signs

BRHP requires that the printing be delivered to our offices directly.

### **Service Level Requirements**

BRHP also has expectations of the level of service offered throughout the engagement.

1. Service response is also of high importance. The firm must provide an estimated time of delivery for requested services and keep BRHP apprised of any delays or special considerations promptly.
2. The firm is expected to always have appropriate insurance and be able to provide proof of coverage upon request.
3. Detailed itemized statements shall be provided by the firm for expenses incurred. The company shall provide a cost for each purchase prior to the order being placed.

### **IV. CONTRACT ETHICS**

1. No employee of BRHP who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decisions which affect his or her direct or indirect personal or financial interest.
2. It is a breach of ethical standards for any person to offer, give or agree to give any BRHP employee or board member, or for any BRHP employee or board member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to



obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

3. The firm shall not assign any interest to this contract and shall not transfer any interest in the same without the prior written consent of BRHP.
4. The firm shall not accept any client or project that places it in a conflict of interest with its representation of BRHP. If such a conflict is subsequently discovered, BRHP shall be promptly notified.

## **V. PROPOSAL SUBMISSION**

**A.** Closing Submission Date Proposals must be submitted by electronic copy as specified in paragraph D below by 5:00 P.M. EST on February 7, 2025. Proposals received after the deadline will not be accepted. It is neither BRHP's responsibility nor practice acknowledging receipt of any proposal. It is the Offeror's responsibility to ensure that a proposal is received.

**B.** Inquiries. Inquiries concerning this Invitation for Bid/RFP should be emailed to:

Shari Stratton  
Vendor and Procurement Specialist  
Baltimore Regional Housing Partnership  
(e): sstratton@brhp.org

**C.** Conditions of Proposal. All costs incurred in preparing a proposal responding to this RFP will be the Offeror's responsibility and not be reimbursed by BRHP.

**D.** Instructions to Prospective Bidders. All Bidders shall provide one (1) electronic copy.

Note, the e-mail subject line for the electronic copy must read "RFP, Printing Services" to Shari Stratton at sstratton@brhp.org.

To ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with BRHP staff or members of the Board of Directors regarding the proposal. Failure to comply with this request may result in disqualification of the proposal.

**E.** Right to Reject. BRHP reserves the right to reject any and all quotes, to waive irregularities and informalities, to request additional information from all Offerors and further reserves the right to select the proposal which furthers the best interests of BRHP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.



- F. **Minority-Owned Businesses.** BRHP strongly encourages small, locally owned, minority-owned, women-owned, socially, and economically disadvantaged and service-disabled veteran-owned businesses to submit a proposal, in response to this RFP. Efforts will be made by BRHP to utilize these types of businesses. Please note your status in your description.
- G. **Consent.** By submitting a proposal to BRHP, Offeror consents to the Scope of Work and General Specifications noted herein. Exceptions desired must be clearly noted in the submitted proposal.
- H. **Effective Period.** Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal's opening.

## **VI. PROPOSAL CONTENTS**

To simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below, pages numbered (where applicable), sections tabbed, and proposals bound:

- A. **Letter of Introduction** Proposal shall include one to two pages that include the following information:
  - 1. Brief description of firm including its principals, organization, size, structure, areas of practice and office location(s).
  - 2. Date established and years of experience.
  - 3. Indicate ability to start work according to request.
- B. **Professional Experience/Qualifications** Please include the following information:
  - 1. Details of firm's specific work and expertise with directly related projects and the principal's role as related to the required *Scope of Services*.
  - 2. Description of two recent projects of similar nature and scope of work detailed in this RFP.
  - 3. Experience working with nonprofit organizations.
  - 4. Include three references where the firm has provided similar work.
- C. **Scope of Services and Proposed Project Schedule** Briefly describe the firm's understanding of the scope of services to be provided.
- D. **Cost** In order to make comparisons between vendors, BRHP is requesting cost information on a range of items. We have included a sample of the number of items that would be ordered. Please complete the chart as part of your submittal:



E.

<b>Cost Template</b>			
<b><u>Item</u></b>	<b><u>Volume Requested</u></b>	<b><u>Firm's Price</u></b>	<b><u>Comments</u></b>
<b><u>Delivery price per order</u></b>	<b><u>Per order</u></b>		
Bi-fold brochures – 8.5”x 11” prints 4/4 with bleeds on 80# silk cover. Score once and bifold	500		
Plastic Coil Binding Booklets - 250 pages text pages print 1/1 on 60# offset. Trims to 8.5x11, Collate in covers, plastic coil bind	100		
Bulk Mail – 2 8.5”x 11” pages printed black and white, folded to fit in #10 envelope (with window), seal and mail using our nonprofit mailing indicia	3,000		
Postcards 5.5”x 8.5” on 80# silk cover, two-sided color printing	250		
Window envelopes with printed logo	10,000		
Triplicate form (3-page form with triplicate pages)	1,000		
Printed door hanger	1,000		
10X13 booklet envelopes with printed logo	5,000		
Promotional Pens with printed logo, 1 color	500		
Brochure prints full color, double sided, on 100# silk text trim to 11 x 8.5 with bleeds, fold to 5.5 x 8.5 final size	75		
Front Desk Receipts 3-part carbonless, black/0, finished size 8.5" x 11"	75		





**F. Required Documents. Please include the following required attachments as a part of your proposal. If it is not applicable, please indicate:**

1. **Attachment #1: Conflict Check** – In order to assist BRHP in performing a conflict check, Offeror is asked to review its client list and as part of the proposal, advise BRHP of the names of the firm’s clients who might potentially or perceptually pose a conflict of interest in connection with work the firm may perform for BRHP if awarded this contract. If none are known, please state. Proposals that fail to provide a response may be removed from further review and consideration. Discovery of an undisclosed/existing conflict of interest shall be grounds for contract termination.
2. **Attachment #2: Insurance Coverage** – Evidence of all appropriate and applicable insurance coverage carried by the Offeror, including policy coverage periods and limits.
3. **Attachment #3: Cost Proposal.**

**VII. EVALUATION CRITERIA AND PROCEDURE.**

**A. Evaluation Criteria** BRHP will evaluate all proposals received based upon the following factors with corresponding ranking points:

<b><u>Evaluation Factor</u></b>	<b><u>Maximum Rating Points</u></b>
Qualifications and Experience: Level of experience and knowledge of the firm and individual(s) identified to work on matters described in Scope of Work.	<b><u>40</u></b>
Approach to Scope of Work: Understanding of scope of services, quality of approach to meet scope of work in specified time frames.	<b><u>15</u></b>
Cost	<b><u>45</u></b>

**B. Evaluation Procedure**

1. **Review Process** BRHP may, at its discretion, request presentations by, or a meeting with, any or all firms, to clarify or negotiate modifications to the firm’s proposal. However, BRHP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be



submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose.

BRHP contemplates awarding the contract to one or more responsible firms with the highest total points. BRHP reserves the right to award a contract to more than one firm based upon its current or future needs which may best be met by a specific firm's area of expertise.

- 2. Notification of Award** It is expected that a decision selecting the successful Firm will be made within two (2) weeks of the closing date of this RFP. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be informed, in writing, of the name(s) of the successful firm. It is expected that the contract shall be for a period commencing as of March 2025 and running until December 2028. BRHP shall have the option to renew the contract, upon mutual consent, for one (1) additional two (2) year period. Renewal of the appointment/contract will require reauthorization by BRHP's authorized representative. If both parties cannot agree on prices for a contract renewal, the existing contract will be allowed to expire, and the contract work will be rebid.

### **Attachments**

The following pages include information needed to submit the required attachments. Attachment 1 and 2 are created by the Offeror. Attachments 3-7 should be completed using the documents in the pages that follow.

- 1. Attachment #1: Conflict Check** – In order to assist BRHP in performing a conflict check, Offeror is asked to review its client list and as part of the proposal, advise BRHP of the names of the firm's clients who might potentially or perceptually pose a conflict of interest in connection with work the firm may perform for BRHP if awarded this contract. If none are known, please state. Proposals that fail to provide a response may be removed from further review and consideration. Discovery of an undisclosed/existing conflict of interest shall be grounds for contract termination
- 2. Attachment #2: Insurance Coverage** – Evidence of all appropriate and applicable insurance coverage carried by the Offeror, including policy coverage periods and limits
- 3. Attachment #3: Cost Proposal**



### Attachment 3: Cost Proposal Template

<u>Item</u>	<u>Volume Requested</u>	<u>Firm's Price</u>	<u>Comments</u>
Bi-fold brochures – 8.5”x 11” prints 4/4 with bleeds on 80# silk cover. Score once and bifold	500		
Plastic Coil Binding Booklets - 250 pages text pages print 1/1 on 60# offset. Trims to 8.5x11, Collate in covers, plastic coil bind	100		
Bulk Mail – 2 8.5”x 11” pages printed black and white, folded to fit in #10 envelope (with window), seal and mail using our nonprofit mailing indicia	3,000		
Postcards 5.5”x 8.5” on 80# silk cover, two-sided color printing	250		
Window envelopes with printed logo	10,000		
Triplicate form (3-page form with triplicate pages)	1,000		
Printed door hanger	1,000		
10X13 booklet envelopes with printed logo	5,000		
Promotional Pens with printed logo, 1 color	500		
Brochure prints full color, double sided, on 100# silk text trim to 11 x 8.5 with bleeds, fold to 5.5 x 8.5 final size	75		
Front Desk Receipts 3-part carbonless, black/0, finished size 8.5” x 11”	75		