



Award & Promo Provider RFP

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Introduction

The Golden Gate Business Association is the world's first LGBTQ Chamber of Commerce, and a 501c6 non profit. Our mission is to champion opportunity, education, and advocacy for our LGBTQ & Allied business community.

Project Overview

The purpose of this RFP is to select a provider of custom awards, GGBA logo schwag, event signage.

RFP Schedule

- RFP responses back to GGBA: January 31st, 2020
- Vendor demos/interviews: week of February 2nd, 2020
- Vendor selection: February 14th, 2020
- Vendor start date: February 17th, 2020

Scope of Work

- Advise and Create unique one-off and low volume custom awards
- Advise and Create one-off and low volume event signage (posters, pop-up banners)
- Advise and Create unique low volume GGBA logo schwag
- **Estimated Deadline for completion of work: April 30, 2020**

Submission of Proposals

Please submit a PDF of your proposal to RFPTaskforce@ggba.com. **All submissions are due on January 31, 2020, by 6:00 p.m. PST, and must include the following:**

1. Letter of interest
2. Membership status in GGBA, other LGBT Chambers of Commerce, LGBT professional associations, and/or other professional associations
3. LGBTBE Certification Status

4. Professional bio with specific, relevant experience for the last five (5) years.
5. Three (3) references of current/past clients that would be relevant to this project.
6. Assuming a \$8,000 annual spend, provide a quote (with photo, relevant product specs, list rate and discounted rate, estimated delivery) on the following three items:
 - i. Four (4) identical awards (except for unique engraving) at a \$30 per award price-point (excluding S&H to GGBA)
 - ii. 250 eco-friendly event totebags or executive messenger bag, with a four color imprinting on at least one side. \$20 Per bag price point (excluding S&H to GGBA)
 - iii. Three (3) 24"x 36" four color posters, based on unique, camera ready artwork

General Provisions

Any contract awarded as a result of this RFP will be awarded without regard to age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, genetic information, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment and contracting.

Questions concerning this request for proposals should be addressed to RFPTaskforce@ggba.com

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