



## Special Olympics National Recognition Banners

### Request for Proposal

#### Overview:

Special Olympics International (SOI) is launching a national recognition program in 2016 for US schools. Schools that meet certain criteria are termed "Unified Champion Schools" and are eligible to receive a recognition banner. This will apply to elementary, middle and high schools, and potentially colleges.

Each state has a Special Olympics Program office and staff (independently registered 501(c)3 not-for-profits). After SOI has established a fulfillment system with a vendor, it will be up to each State Program office to work with the national vendor to order banners for their Unified Champion Schools. A "beta-test" for the recognition program will take place in approximately 5 states between July-December in 2016, with a national roll-out expected in 2017.

#### Vendor Specifications:

SOI is seeking a vendor equipped to handle the following:

- Print recognition banners using SOI's standard design template
- Maintain fidelity to SOI's branding standards, colors and texts
- Provide product fulfillment, shipping and direct billing to 52 State Program offices
- Options for each product order to ship to the State Program or directly to the school
- Provide customized design options for each State Program & potentially for each school (i.e.; banner with custom state logo and name of school)
- Provide "year plates" for schools that meet criteria year after year
- Provide product order data back to SOI
- Potentially providing additional collateral products in the future (i.e.; plaques, certificates)
- Very rough estimates on the number of banners that would need to be fulfilled each year:
  - 2016: 100-300
  - 2017: 500-1,000
  - 2018: 500-1,000

### **Banner Specifications:**

- Vinyl “add-a-year” recognition style school banner
- Single-sided and multi-color
- For indoor use, typically gymnasiums or hallways
- Matches SOI design and branding parameters
- Includes space for optional logo’s, school name and year plates

### **Bid Details:**

- Vendor bids should include price for varying custom options:
  - Price for a single generic banner in quantities between 1-1,000 (all of these banners would have the exact same design)
  - Price for a customized banner in quantities of 1-1,000 (each of these banners would be customized- i.e.; include name of individual schools)
- Vendor bids should include price for varying banner size options:
  - “Shield” style:
    - Large size option approx.: 7’ tall x 4’ wide
    - Medium size option approx.: 5’ tall x 3’ wide
    - Small size option approx.: 3’ tall x 2’ wide
  - “Rectangle” style:
    - Large size option approx.: 4’ tall x 8’ wide
    - Medium size option approx.: 3’ tall x 6’ wide
    - Small size option approx.: 2’ tall x 4’ wide
- Vendor bids should include the cost (if any) for the additional “year plates” or “year stickers”

### **Timeline:**

- 2016:
  - May:
    - Banner template design is finalized
    - Vendor is selected for beta-test
  - June:
    - Vendor provides printed banner prototype
    - Banners are approved by SOI
    - Fulfillment system details finalized between SOI and vendor

- July:
  - Fulfillment system is ready for ordering
  - 5 State Programs work with vendor on custom design needs
  - First orders are placed by 5 State Programs for beta-test
- August:
  - First orders fulfilled to the 5 State Programs
- September-December:
  - Smaller orders placed as needed for beta-test states
- 2017:
  - January:
    - National roll-out process begins
  - July:
    - Large quantity orders projected to begin for 2017-18 school year

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HIGH SCHOOL**

·CHAMPIONS·

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2013-2014

2014-2015

2015-2016

2016-2017

2017-2018

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Whole Learning**

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**2015-16**

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Olympics  
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