



REQUEST FOR PROPOSALS

FOR

Fulfillment Center Operations

The Pershing Rifles Group
 500 Westover Drive #1400
 Phone 540-270-7914 | Fax:###-###-####
logistics@nspraa.org
 Prepared By: NSPPAA
 January 2022

Date of Issuance:	1 MAY 2022
Pre-Proposal Meeting if applicable:	11 MAY 2022
Questions & Request for Clarification Due No Late Than:	16 MAY 2022
Answers & Clarification Provided No Later Than:	20 MAY 2022
Proposal Due:	6 JUNE 2022
RFP Contract POC	Willis Madden
Telephone Number	540-270-7914
Email Address	president@nspraa.org



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1 INVITATION

- 1.1 The Pershing Rifles Group invites and welcomes proposals for their **Fulfillment Center Operations** project.

2 PERIOD OF PERFORMANCE

- 2.1 IDIQ (Indefinite delivery/indefinite quantity) Contract Term: It is anticipated that the initial term of any agreement resulting from this RFP will initially be for a period of one (1) year.

3 BACKGROUND

- 3.1 The Pershing Rifles Group (PRG) is the corporate level headquarters for the member organizations of the Pershing Rifles Military Fraternity, to include:
 - 3.1.1 The National Society of Pershing Rifles (NSPR) which is the Undergraduate division
 - 3.1.2 The National Society of Pershing Rifles Alumni Association (NSPRAA) which is the Graduate division
 - 3.1.3 The National Society of BlackJacks (NSBJ) which is the High School level outreach
 - 3.1.4 The National Society of Pershing Angels (NSPA), and independent sorority, but which is affiliated with the PRG.
 - 3.1.5 Elements of the PRG have various Item (storing & packaging), Printing and Shipping needs that were previously being met by a business which can no longer support their needs.

4 CONFIDENTIALITY

- 4.1 All responses to this RFP become property of the **Pershing Rifles Group** and will be kept confidential.

5 PRE-PROPOSAL MEETING

- 5.1 The Pre-Proposal meeting will provide an opportunity to discuss the RFP, in the hopes of significantly reducing future questions and concerns.
- 5.2 This meeting is scheduled for 11 MAY 2022 at 1630 and can be joined by Zoom.



6 STATEMENT OF WORK

6.1 SCOPE

6.1.1 This contract is for Printing, storing, preparing/packaging orders, and shipping services which is or shall be located at the contractor's location.

6.1.2 **Undergraduate Division Membership Package** – Fulfillment center will receive the list of new members from the Undergraduate Division (NSPR) on an as needed basis. Using that file (including name, address, and unit designation) the center will:

6.1.2.1 *Print the new member shingle (8.5"x11"), and include in mailer*

6.1.3 **Graduate Division New Member Packages** - Fulfillment center will receive the list of new members from the NSPRAA on a monthly or quarterly basis. Using that file (including name and address information) the center will

6.1.3.1 *Print the New Member Letter (8.5"x11"), and include in mailer*

6.1.3.2 *Print the new member shingle (8.5"x11"), and include in mailer*

6.1.3.3 *Receive the ID cards from the 3rd party company making them and include these in the appropriate mailer for the name on the card.*

6.1.3.4 *Add membership items to the mailer, which are currently (subject to change/addition in the future):*

6.1.3.4.1 1 decal

6.1.3.4.2 1 coin

6.1.3.4.3 1 membership pin

6.1.3.4.4 Above items are provided by NSPRAA, stored on site at the fulfillment center

6.1.3.5 *Package the mailer for each member on the new membership list.*

6.1.4 **Bereavement Packages** - These items will be purchased thru the P/R member website, with order going to both the Fulfillment center and PRG/NSPRAA Logistics/NSPRAA Bereavement committee for awareness/oversight. The fulfillment center, upon receiving the order for a package from the NSPRAA, will proceed to package in a mailer and provide to the ship-to address:

6.1.4.1 ***BROTHER Bereavement Packet*** – *This packet contains items described in 6.1.14 – 6.1.17*

6.1.4.1.1 Brother Loss Letter – Condolence-Brother-template.docx, ***printed by fulfillment center***

6.1.4.1.2 Proclamation - Resolution-Brother-Bereavement.pptx, ***printed by fulfillment center***

6.1.4.1.3 Grave Marker – items are provided by NSPRAA, stored on site at the fulfillment center

6.1.4.1.4 Grave Marker Options/Instruction Sheet – still in development, ***printed by fulfillment center***

6.1.4.2 *Provided for reference, Cost from our previous fulfillment center for this larger packet came in at \$18 each, which included the following:*



- 6.1.4.2.1 3-4 printed items (color or black & white) on upgraded paper for letter, certificate and marker instructions (still in development)
- 6.1.4.2.2 **EITHER** the white CD box mailer **OR** the blue padded mailer to hold the grave marker- both are approx. \$2.59-2.99 each
- 6.1.4.2.3 Rough Rider reinforced mailer envelope - \$1.99 each
- 6.1.4.2.4 USPS flat rate postage to anywhere in the USA (including HI and AL) - currently \$5.66, subject to change if USPS increases
- 6.1.4.2.5 Labor to customize and assemble each packet

6.1.5 **Family member Loss Letter Only** – this would likely ONLY happen, when we could not send the Brother a letter through E-mail. Condolence-FamilyLoss-template.docx, **printed by fulfillment center**

6.1.5.1 *Provided for reference, Cost from our previous fulfilment center for this smaller package was somewhere less than \$5 each, and included:*

- 6.1.5.1.1 1-2 printed pages (color or black & white)
- 6.1.5.1.2 USPS flat rate postage - currently \$1.66
- 6.1.5.1.3 1 white flat envelope
- 6.1.5.1.4 Labor to print and assemble

6.1.6 **Membership Store Items** – These are legacy items, originally provide by the Pershing Foundation for purchase by membership but will expand over time to include other offerings by the NSPR, NSPRAA, or NSBJ. These items will be made available to the General Membership thru the Membership Website for them to order. The fulfillment center stores the items provided by the PRG (NSPR, NSPRAA, or NSBJ) until an order is made, and upon receiving the order for a package from the PRG, will proceed to package requested/ordered items in a mailer and ship the item(s) to the ship-to address. The current list of Item(s) from which an order could be made (list is subject to have additional items added in the future) is below.

6.1.6.1 *List of current items:*

- 6.1.6.1.1 General John J. Pershing Commemorative Coin (qty-396)
- 6.1.6.1.2 General John J. Pershing Commemorative Coin in velvet box (qty-17)
- 6.1.6.1.3 125 Year Patches (qty-80)
- 6.1.6.1.4 Belt Buckles (qty-70)

6.1.6.2 *Quantities are as of the time this RFP was written and may have decreased since writing.*



6.1.7 **BlackJack Support Items** – We have not yet secured these items, but the plan is to locate a source of supply, and create the following BlackJacks uniform items, to be available for purchase by BlackJack units. The fulfillment center stores the items until an order is made, and upon receiving the order for a package from the NSPRAA/BJ staff, will proceed to package in a mailer and provide the item(s) to the ship-to address. The Item(s) for order, would be the following Items:

- 6.1.7.1 *BLACKJACKS Unit Charter – **printed by fulfillment center***
- 6.1.7.2 *Individual BJ Membership shingle - **printed by fulfillment center***
- 6.1.7.3 *Blackjack Lapel pin (enamel pin, roughly 1" x 1")*
- 6.1.7.4 *BLACKJACK CPT Rank SHIELD (enamel pin, roughly 1.5" x 1")*
- 6.1.7.5 *BLACKJACK 1LT Rank SHIELD (enamel pin, roughly 1.5" x 1")*
- 6.1.7.6 *BJ Ribbons (13/8 inches (35 mm) wide, 3/8 inch (9.5 mm) tall, with a thickness of 0.8 mm.) Estimate 50 of each.*
- 6.1.7.7 *Life Saving Ribbon*
- 6.1.7.8 *Annual Black Jack Drill & Color Guard Meet Participation Ribbon*
- 6.1.7.9 *Annual Black Jack Drill & Color Guard Meet 1st Place Ribbon*
- 6.1.7.10 *Annual Black Jack Drill & Color Guard Meet 2nd Place Ribbon*
- 6.1.7.11 *Annual Black Jack Drill & Color Guard Meet 3rd Place Ribbon*
- 6.1.7.12 *Drill Team Ribbon*
- 6.1.7.13 *Color Guard Team Ribbon*
- 6.1.7.14 *Community Service Ribbon*
- 6.1.7.15 *BJ Gold/Silver/Bronze Medal with device*
- 6.1.7.16 *BLACKJACKS Beret FLASH PATCH*

6.1.8 **Undergraduate Division Unit Charter Document** – These documents traditionally are only printed prior to the National Convention in March of each year, and are a Large Format Document (14" x 18") which would be provided as either a .pdf or a .ppt file, printed by the FC, and mailed to the Undergraduate National Headquarters who will then frame and issue to the unit during NATCON.

6.1.9 **Graduate Division Unit Charter Document** - These documents are also traditionally only printed prior to the National Convention in March of each year. Large Format Document (14" x 18") which would be provided as either a .pdf or a .ppt file, printed by the FC, and mailed to the Graduate National Headquarters who will then frame and issue to the unit during NATCON.



6.1.10 **Other Documents as needed** – Other printing needs may emerge (such as awards, programs, convention guides, etc) based on standard operations, that your company may be asked if you can support.



7 Example Documents

Document files will be provided as .pdf or .docx or .ppt

7.1 Example A Graduate Division New Member Letter

<p> Brother, xxxxxxxxxxxx</p> <p>Thank you so much for becoming Financial as a member of YOUR Fraternal Society! We're thrilled to have you on board and As you know, you only get out of membership in any organization what you put into it, and we hope you will not only participate in our member activities at the National Level, but will also connect 'locally' with either the alumni from your School, or those in your geographic area. How do you do this? The NSPRAA is working to charter Alumni Units across the country, either affiliated with a specific School</p> <p>Things you can do as a member:</p> <ul style="list-style-type: none">• We invite you to login at www.nspraa.org to complete your Online Directory profile. NSPRAA will send out several communications via email, so please make sure to keep your contact information updated in the membership portal.• Hook up with your local Graduate Unit, or work towards establishing one if there is not one chartered yet.• Join us virtually, at our Quarterly Membership Business meetings. Information will be provided only to membership to join in the meetings, with one scheduled for JUN, SEP, and DEC.• Join us on 11 NOV 2021 at the Pershing Graveside Gathering on Veterans Day, at the National Cemetery in Arlington VA• If you haven't attended a National Convention in a while, please plan to join us in March 2021 in Lexington, Kentucky for NATCON 21• Stay in touch with us through your favorite Social Media<ul style="list-style-type: none">o Facebook Group - https://www.facebook.com/groups/179646432547822/o LinkedIn Group - https://www.linkedin.com/groups/12222861/o Instagram - https://www.instagram.com/nspraa/• You can step up to help – There are a number of exciting volunteer opportunities available on a variety of committees/Staff sections at the NSPRAA and PRG level, including: Administration, Finance, Membership,	<p>Communications (Social Media team, Webmaster Team, Photo/Video team), High School Outreach (BlackJacks), College Outreach (NSPR), and National Service. We are happy to help you find something that meets your interests and serves your personal growth needs</p> <p>I look forward to seeing you and Brothers from you unit at the next NATCON and look forward to you helping to strengthen the "Spirit of Brotherhood" in our organization! Please contact me if you have any questions, and again, welcome! You have made the right choice, maintaining your financially active membership status is an investment in the future of YOUR Fraternal Society.</p> <p>Brotherhood does not end at Graduation!</p> <p>In the Bond,</p> <p> Willis Madden</p> <p> National Society of Pershing Rifles Alumni Association President C-540-270-7914, O- 757-501-5681 president@nspraa.org president@PershingRiflesAlumni.org</p>
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7.2 Example C Undergraduate Division New Member Shingle

THE NATIONAL SOCIETY OF
Pershing Rifles



THIS CERTIFIES THAT

Logan R Lewis

HAS BEEN DULY INITIATED INTO

THE NATIONAL SOCIETY OF PERSHING RIFLES

D COMPANY, 17TH REGIMENT

LOUISIANA STATE UNIVERSITY

IN TESTIMONY WHEREOF WE HEREUNTO AFFIX
OUR SIGNATURES AND THE OFFICIAL SEAL
SPRING 2017

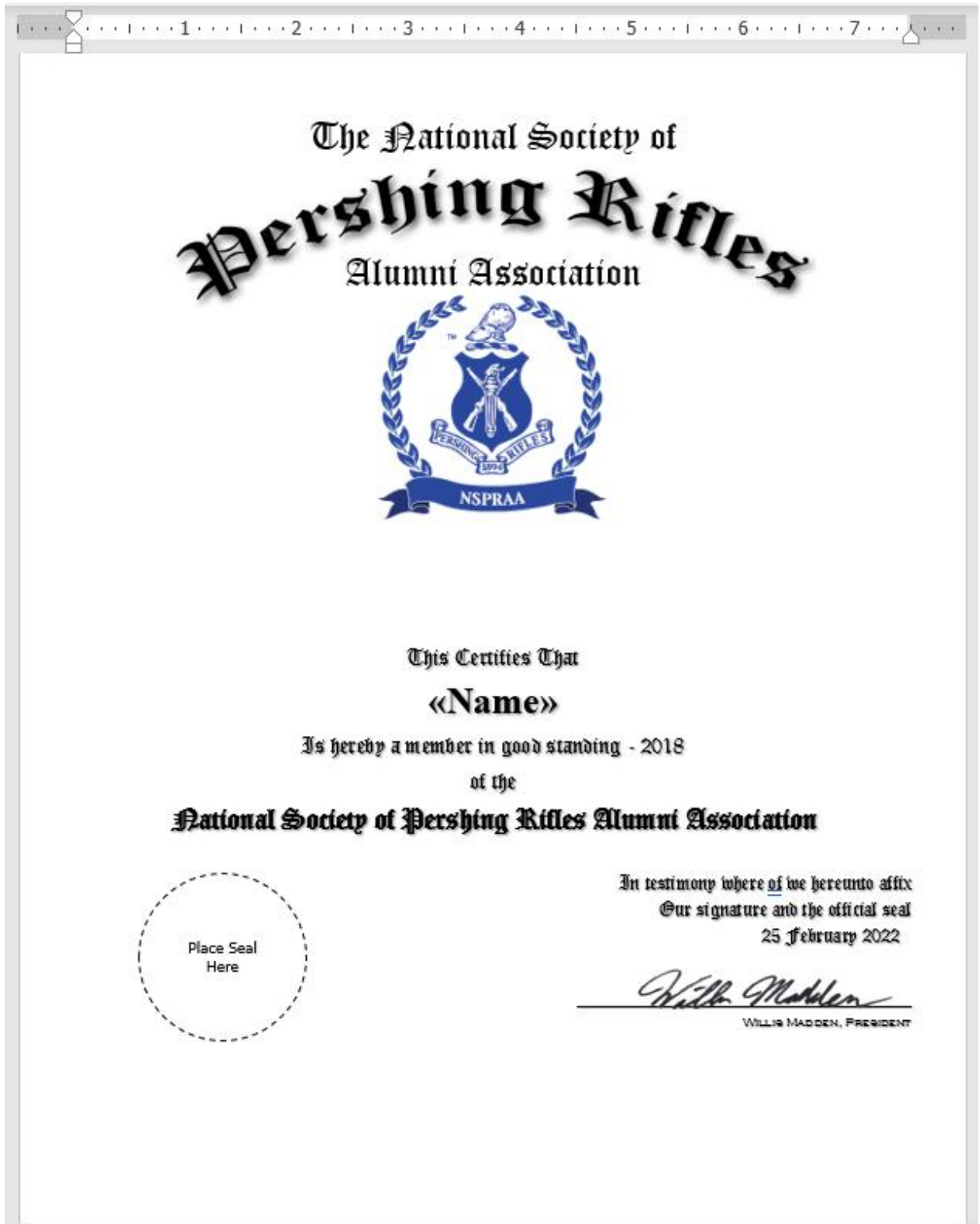
Carrie Viscanti

MAJOR GENERAL, PERSHING RIFLES, COMMANDER

COMPANY COMMANDER, PERSHING RIFLES



7.3 Example D Graduate Division New Member Shingle-



7.4 Example E Undergraduate Division Unit Charter

The National Society of Pershing Rifles

Know Ye That reposing especial trust and confidence in the students whose names are hereon inscribed, we have granted unto them, their associates and successors, This Charter, constituting them a Company of this Organization for the promotion and development of proficiency and interest in the

Military of the United States

Under the name and title of Company O, 3rd Regiment of

The National Society of Pershing Rifles

located at Loyola University Chicago situated at Chicago in the State of Illinois so long as they shall conform to and obey the Constitution and the Laws of said Organization and other regulations that may from time to time be issued by the National Headquarters, or its duly constituted Officers, giving and granting to the said Company all the powers, privileges and benefits properly pertaining to an organization as aforesaid, in accordance with the Constitution and the Laws of THE NATIONAL SOCIETY OF PERSHING RIFLES either now in force or which may be hereafter enacted; reserving to the National Headquarters the right to suspend or withdraw this charter for reasons appearing sufficient to the body having jurisdiction thereof.

In Witness Whereof the National Headquarters caused this to be signed by the Major General of THE NATIONAL SOCIETY OF PERSHING RIFLES, and the seal of the organization to be affixed in the City of Lexington, in the State of Kentucky, this 12th day of March A. D. 2022.

Major General, Pershing Rifles, Commanding

Artur Stasiowski

Shelby Davinroy

Nadia Jaikaran

Jimmy Lopez

Alex Galves

Jonathan Cruz

Zoe Harbs

Camille Bonneville

Michael Parfil

Robert Neff



7.5 Example F. Graduate Division Unit Charter

**The National Society
of
Pershing Rifles Alumni Association**

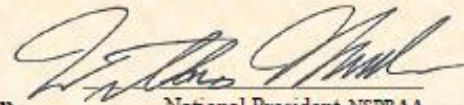
Know Ye That reposing especial trust and confidence in the students whose names are hereon inscribed, we have granted unto them, their associates and successors, This Charter, constituting them a Company of this Organization

Under the name and title of Company Bravo -16AA of

The National Society of Pershing Rifles Alumni Association

located at Morehouse College situated at Atlanta in the State of Georgia so long as they shall conform to and obey the Constitution and the Laws of said Organization and other regulations that may from time to time be issued by the National Headquarters, or its duly constituted Officers, giving and granting to the said Company all the powers, privileges and benefits properly pertaining to an organization as aforesaid, in accordance with the Constitution and the Laws of THE NATIONAL SOCIETY OF PERSHING RIFLES either now in force or which may be hereafter enacted; reserving to the National Headquarters the right to suspend or withdraw this charter for reasons appearing sufficient to the body having jurisdiction thereof.

In Witness Whereof the National Headquarters caused this to be signed by the National President of THE NATIONAL SOCIETY OF PERSHING RIFLES Alumni Association, and the seal of the organization to be affixed in the City of Sanford, in the State of North Carolina, this Twentieth day of May A. D. 2021.



National President, NSPRAA

**Otha Thornton
Mark Ellison
Dontavius Logan
Roderick Smith Jr.
Korde Inmiss
Isaac Pinkey**



8 Subcontractor

- 8.1 A Proposer intending to use any subcontractors must identify them on the and include it with its proposal. Work that subcontractor will perform, if any, should be indicated on a task basis. Use of all subcontractors must be approved in writing by the Pershing Rifles Group authorized representative
- 8.2 BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS

9 PROPOSAL INSTRUCTIONS

- 9.1 The Offeror's proposal must include all data and information requested and must be submitted in accordance with these instructions. Any Offeror who submits an incomplete proposal package may be considered ineligible for award. The offer shall be compliant with the requirements as stated in this RFP and attachments. Non-conformance with the instructions may result in an unfavorable proposal evaluation
- 9.2 The following is a list of information that the Bidder should include in their proposal submission:
 - 9.2.1 Summary of Bidder Background
 - 9.2.2 Bidder's Name(s)
 - 9.2.3 Bidder's Address
 - 9.2.4 Bidder's Contact Information (and preferred method of communication)
 - 9.2.5 Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
 - 9.2.6 Date Bidder's Company Formed
 - 9.2.7 Description of Bidder's company in terms of size, range and types of services offered and clientele.
 - 9.2.8 Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
 - 9.2.9 Bidder's Federal Employee Identification Number (FEIN)
 - 9.2.10 Evidence of legal authority to conduct business in the United States (e.g. business license number).
 - 9.2.11 Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.



10 PRICE PROPOSAL

10.1 A detailed list of any and all expected costs or expenses related to the proposed project.

10.1.1 Summary and explanation of any other contributing expenses to the total cost.

10.1.2 Brief summary of the costs associated with the proposal, and specifically the sample evaluation orders:

10.1.2.1 Sample Evaluation orders are in the table below

FC Job	Individual estimate/Per Qty=1	Cost Estimate	Estimate Based on
Undergrad Shingles (unit order of 10, shipped to 1 address)	1 pkg		
Graduate Membership Packet (25 individual locations, containing welcome letter, ID Card, Membership Pin, decal & Coin)	1 pkg		
Undergrad Charters (5 ea, mailed to NSPR HQ)	1 pkg		
Graduate Charters (5 ea, mailed to NSPRAA HQ)	1 pkg		
Undergrad Replacement Shingles (individual order of 1, shipped to 1 address)	1 ea		
Graduate Replacement Shingles (individual order of 1, shipped to 1 address)	1 ea		
Bereavement Package (individual order of 1, shipped to 1 address, including 3 documents and Grave Marker)	1 pkg		
Individual Membership Item Order (individual order of 1 item, shipped to 1 address)	1 ea		
BlackJack Unit Order (individual order of 25 item, shipped to 1 address, include for estimate: 10 shigles, 1 charter, 10 new member, 10 BJ Patch, 10 membership pins, 1 CPT Rank Shield, 1 XO Rank Shield)	1 pkg		



10.2 Pricing should include:

10.2.1 Printing of materials mentioned in the Statement of Work

10.2.2 Storage onsite/have available for shipping, items provided by the organization

10.2.3 Shipping these packages directly to the membership

11 SUBMISSION OF PROPOSALS

11.1 SUBMISSION DATE: 6 JUNE 2022

11.1.1 RFP Contact: Mr. Willis Madden

11.1.2 Email Address: President@PershingRiflesAlumni.org

11.1.3 No Phone Calls Will Be Accepted

11.2 All electronic responses are to be formatted for print on standard 8.5" X 11" paper in 12-point font minimum type. The responses shall remain firm for 90 days from the RFQ due date and time.

11.3 Any costs incurred by contractors in preparing or submitting a proposal shall be the contractor's sole responsibility.

11.4 Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of this RFP so that the Pershing Rifles Group may properly evaluate contractor's capabilities to provide the required services. Emphasis should be placed on completeness and clarity of content.

11.5 The Pershing Rifles Group reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the agency, and/or request new proposals if necessary.



12 QUESTIONS AND REQUESTS FOR CLARIFICATIONS FROM BIDDERS

12.1 Prospective Proposers must carefully examine the Solicitation documents, including terms and conditions of the Agreement. In the event of doubt of anything contained in the Solicitation, all questions or requests for clarification about the meaning or intent, discrepancies or omissions of the RFP documents may be submitted.

12.2 Questions from Bidders must be received by 15 MAY 2022 5:00PM

12.3 RESPONSE TO QUESTIONS AND CLARIFICATION RESPONSE DATE:20 MAY 2022
1:00PM

13 EVALUATION OF PROPOSALS

13.1 Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed, and evaluated based upon information provided in the submitted proposal. Any contract(s) resulting from this Request for Proposal will be awarded to the responsive and responsible bidder whose proposal, in the opinion of the PRG, offers the greatest benefit to membership when considering the total value, including, but not limited to cost, service standards, account management, and sustainability efforts. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

13.2 Proposals received by the stipulated deadline must be in the correct format.

13.3 Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of providing Fulfillment Center operations and services.

13.4 Bidder's performance history and alleged ability to timely deliver proposed services.

13.5 Bidder's ability to accurately and quickly provide and deliver proposed services.

13.6 Overall cost effectiveness of the proposal.

13.7 The PRG shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.



14 AWARD

14.1 Award date: 13 JUNE 2022

14.2 Contract Start Date: 16 JUNE 2022 Fulfillment center operations commence

15 INVOICING

15.1 Services are to be invoiced to the PRG on a monthly basis when orders occur. The project will be awarded to the company which provides the needed services per member request, within 1 business day (24 hours) of receipt of an order, with the best pricing

16 ACKNOWLEDGEMENT OF ADDENDUM / ADDENDA TO THE SOLICITATION

16.1 Each Proposer shall acknowledge receipt of any addendum / addenda to this Solicitation. Proposers are required to submit the signature page of each addendum, if any, with their Proposal.

17 LAWS AND REGULATIONS INCORPORATED BY REFERENCE

17.1 The validity, construction, scope, and performance of this Agreement shall be governed by the laws of the Commonwealth of Virginia, except as to any provisions hereof which are governed by the laws of the United States of America, as to which provisions such laws of the United States shall govern.

18 MODIFICATION, WITHDRAWAL, MISTAKES, AND MINOR INFORMALITIES

18.1 Modification or Withdrawal

18.2 Proposals may be modified or withdrawn prior to the established due date via email or mail request. Please refer to Section "Questions and Requests for Clarifications" for contact information.

18.3 Mistakes in Proposals (Discovered Before Due Date)

18.4 A Proposer may correct mistakes in a Proposal prior to the time and date set for due date by submitting a replacement Proposal clearly indicating it supersedes the original submittal.



19 DELIVERABLES

19.1 For the purpose of this contract, deliverables are each order submitted to the FC

20 DEFINITIONS

20.1 The National Society of Pershing Rifles (NSPR) which is the Undergraduate division

20.2 The National Society of Pershing Rifles Alumni Association (NSPRAA) which is the Graduate division

20.3 The National Society of BlackJacks (NSBJ) which is the High School level outreach

20.4 The National Society of Pershing Angels (NSPA), and independent sorority, but which is affiliated with the PRG.

20.5 Fulfillment Center (FC)

