



## REQUEST FOR INFORMATION

Girl Scouts Nation's Capital is the largest Girl Scouts council in the nation, committed to building and maintaining an inclusive community that respects and supports all our members. Girl Scouts provides grades K-12 the opportunity to discover, connect and take action. Girl Scouts learn new skills, explore STEM, discover the outdoors, and become entrepreneurs while making new friends and having fun. Girl Scouts Nation's Capital serves over 76,000 members in 25 counties in Virginia, Maryland, West Virginia, and Washington, DC. Our mission is to build Girl Scouts of confidence, courage, and character who make the world a better place.

Girl Scouts Nation's Capital values the diverse backgrounds and qualities of each youth and adult member and seeks to engage vendors and services that reflect the diversity of our region.

This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Girl Scouts Nation's Capital to contract for any supply or service whatsoever. Further, the Girl Scouts Nation's Capital is not at this time seeking proposals and will not accept unsolicited proposals. Respondees are advised that Girl Scouts Nation's Capital will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. It is the responsibility of the potential offerors to monitor Girl Scouts Nation's Capital sources for additional information.

### **Goals and Objectives**

Girl Scouts Nation's Capital wants to expand our list of current and prospective vendors and service providers for two reasons.

1. **Building an Inclusive Community:** At Girl Scouts, we've always believed in the power of diversity, equity, inclusion, and accessibility (DEIA). We strive to create an environment where every member feels valued and empowered to tap into their full potential. We understand that our strength lies in our differences and that every youth and adult member deserves equal opportunities to succeed and

thrive. The Council wants to engage vendors and service providers who align and enhance our inclusive community.

2. 2026 Girl Scout National Convention: Girl Scouts of the USA triennial convention is in Washington, DC on July 20-25, 2026. Girl Scouts Nation's Capital will host at least 10,000 Girl Scouts and their families, and we are looking to have a robust database of vendors who can respond to the various opportunities the Convention will bring

**Vendors and Service Providers** - We are seeking vendors and service providers in the following categories:

- Building and Grounds Supplies
- Property Maintenance
- Construction
- Vehicle Leasing
- Equipment Sales, Rental and Maintenance
- Chartered Transportation
- Shipping
- Printing
- Fulfillment and Distribution
- Event Venues
- Event Planning
- Catering
- Insurance Broker
- Information Technology Management and Consulting
- Communications
- Marketing and Advertising
- Professional Services, such as:
  - Audit Services
  - Lobbying
  - Retirement Plan (Third Party Administrator and Custodian Services)
  - Architectural
- Translation Services
- Youth Program Experiences
- Mental Wellness

### **Information Requested**

We are asking vendors/partners to provide the following:

- Brief description of the company, including history, mission, and areas of expertise, to include ownership and management structure

- Service Offerings:
  - Detailed description of the services you offer that align with our needs
  - Examples of similar work performed for other nonprofit organizations, including case studies or references
- Experience and Qualifications:
  - Summary of experience and qualifications of key personnel who would be involved in the project
  - Certifications, awards, or recognitions relevant to the services provided
- Pricing Information:
  - General pricing structure and any relevant pricing models (e.g., hourly rates, fixed fees, etc.)
  - Any discounts or special pricing for nonprofit organizations
- Policies and approaches regarding Diversity, Equity, Inclusion and Accessibility
- Any additional information you believe would be helpful in our decision-making process
- Commitment to furthering the Girl Scout Movement with your expertise and resources

### **Submission Instructions**

Submission Deadline: December 31, 2025

Format: Please submit your response in PDF format.

Submission Method: Email your response to [procurement@gscnc.org](mailto:procurement@gscnc.org)

Questions: Any questions regarding this RFI should be directed to GSCNC at [procurement@gscnc.org](mailto:procurement@gscnc.org)

### **Submission details**

Submission should include:

- Name and contact information for the person completing RFI
- Organization website, social media channels
- Scope of services and products.

### **Confidentiality**

All information provided in response to this RFI will be kept confidential and used solely to evaluate potential service providers.

### **Next Steps**

This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Girl Scouts Nation’s Capital to contract for any supply or service whatsoever. Further, the Girl Scouts Nation’s Capital is not at this time

seeking proposals and will not accept unsolicited proposals. Respondee are advised that Girl Scouts Nation's Capital will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. It is the responsibility of the potential offerors to monitor Girl Scouts Nation's Capital sources for additional information.

•

Thank you for your time, and we look forward to hearing from you.