# RUBBER DUCKY DIAPER DEPOT
# DIAPER SUPPLIER RFP

## Diaper Distribution Demonstration and Research Pilot

WISCAP invites suppliers to submit proposals to bulk supply disposable diapers, pull-ups, and baby wipes for distribution in Wisconsin.

Wisconsin Community Action Program Association (WISCAP)

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## Funding Opportunity Overview

The Wisconsin Community Action Program Association (WISCAP) invites proposals from qualified suppliers for disposable diapers, disposable pull-ups (training pants), and baby wipes for the Rubber Ducky Diaper Depot. WISCAP intends to select one supplier to provide these three required categories and deliver to four Wisconsin partner locations. Suppliers may also quote diaper rash products as an optional item.

The Rubber Ducky Diaper Depot is supported through a cooperative agreement from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Community Services, under the Diaper Distribution Demonstration and Research Pilot (DDDRP). The federal award was issued November 9, 2026, for the period November 1, 2026, through October 31, 2029.

| Federal award information | Award details |
|---|---|
| Award number | 90EDA0033-01-00 |
| Federal Award Identification Number | 90EDA0033 |
| Assistance Listing | 93.647 · Social Services Research and Demonstration |

## Supplier Eligibility

Manufacturers, distributors, and wholesalers may apply if they can supply all diapers, pull-ups, and wipes, fulfill orders at the estimated scale, and deliver to all four destinations. Suppliers should expect to commit for the duration of the project period and be available for bulk orders from January 1, 2027 through October 31, 2029.

## Program Goals and Priorities

The Rubber Ducky Diaper Depot expands access to diapering supplies and connects eligible low-income Wisconsin families with wraparound services through local program partners. The supplier contract supports the distribution of these supplies through reliable fulfillment, a range of product sizes, and predictable costs for participating agencies.

## Products and Delivery

See the chart below for the quantity of supplies WISCAP expects to be distributed every year. Quantities are estimates for planning and proposal comparison. WISCAP guarantees no minimum purchase. Actual quantities, size mix, and order frequency will depend on program needs and available funding.

| Product category | Estimated annual quantity | Unit |
|---|---|---|
| Disposable diapers | 1,440,000 per year | Individual diapers |
| Disposable pull-ups (training pants) | 480,000 per year | Individual training pants |
| Baby wipes | 12,000 per year | Packs |
| Ointment / Diaper Cream (optional) | 1,200 per year | Tubes |

The supplier must be able to deliver directly to all four Wisconsin partner locations listed below.

- Wausau (zip code 54403)
- Racine (zip code 53402)
- Ladysmith (zip code 54848)
- De Pere (zip code 54115)

When submitting a response, please include costs for delivery to all four destinations. WISCAP will provide ship-to addresses and receiving instructions for orders within any contracts resulting from this RFP.

## Contract Period and Timeline

WISCAP anticipates a contract from January 1, 2027 through October 31, 2029, contingent on available funding and a signed agreement. January 1 is the anticipated contract start. WISCAP will coordinate the first order and delivery with the selected supplier.

## RFP Timeline and Important Dates

| Milestone | Date and time |
|---|---|
| RFP release | Friday, November 20, 2026 |
| Deadline for written questions | Monday, November 30, 2026 12PM CST |
| Anticipated posting of answers | Friday, December 4, 2026 12PM CST |
| Proposal submission deadline | Friday, December 18, 2026 12PM CST |
| Anticipated selection notification | Tuesday, December 29, 2026 (anticipated) |

# Application Requirements

Provide the company's legal name, address, proposal contact, email and phone, and the name and title of the representative authorized to sign. Respond to each question in order and include both the SKU pricing schedule and the Appendix A quote.

### 1. Prior Experience

Describe one or two comparable bulk supply contracts. For each, give the products supplied, order volumes, number of delivery sites, contract duration, and a customer reference (name and contact information) or documented results such as on-time delivery or order fill rates.

### 2. Organization Size and Structure

How is your company organized and equipped to serve this contract? Describe your business structure, staffing, warehouse and fulfillment capacity, and the role of any distribution or carrier partners.

### 3. Staff Qualifications and Ordering

Who will manage the account and oversee order fulfillment, logistics, billing, and customer service? Describe their roles and relevant experience. Identify a backup contact. Explain how agencies will place orders, confirm availability, track shipments, and resolve order or invoice issues.

### 4. Price and Delivery

Complete the pricing schedule and Appendix A. Describe order minimums, mixed-pallet options, inventory, typical lead times, shipping methods, delivery fees, and how you handle backorders.

### 5. Product Specifications and Environmental Considerations

Quote disposable diapers and training pants covering the sizes in Appendix A. Identify any equivalent size by weight range. Quote wipes intended for use on infants and identify the count per pack. For each product, provide specification sheets or equivalent documentation covering applicable features such as absorbency, materials or ingredients, fragrance or lotion, packaging, and any environmental claims.

### 6. Producers and Manufacturers

Who manufactures each proposed product and where is it manufactured? Identify the manufacturer and country of manufacture by product or SKU, and describe how you would notify WISCAP of changes, safety issues, or recalls.

## Pricing Schedule

Provide a spreadsheet or clearly labeled table with one row per SKU and size. Quote in U.S. dollars. For each product, provide the following information.

| Pricing schedule field | Information to provide |
|---|---|
| Product identification | Category, brand, product name, SKU, and size or weight range where applicable |
| Packaging | Units per pack, packs per case, cases per pallet, and total units per pallet |
| Product price | Price per individual diaper or pull-up, price per pack of wipes, price per tube of ointment/cream (if available) and applicable pack, case, and pallet prices |
| Order terms | Minimum order quantities, volume discounts, and mixed-case or mixed-pallet options |

Quote freight separately for each ZIP code that will be receiving deliveries. Show how freight changes by order size and identify any additional delivery fees. State the assumptions used for the quote and specify payment terms and any other charges.

Complete Appendix A using the same product quantities and shipping assumptions for all proposals. Quote optional diaper cream separately. WISCAP will exclude it from the evaluated cost.

## Performance and Reporting

The supplier will provide order confirmations, shipment tracking or delivery status, packing slips, and itemized invoices. Documentation should identify the order number, destination, product, size, quantity, unit price, and applicable freight or fees where relevant.

Notify WISCAP promptly of shortages, delays, damages, recalls, or product changes. Obtain approval before substituting products. Explain how you handle credits, replacements, and returns. Upon request, provide an order history by destination, product, size, and quantity to support WISCAP's financial and inventory records.

## Review and Selection Process

WISCAP will screen proposals for completeness and ability to supply all three required product categories and deliver directly to all four locations. Eligible proposals will be scored on a 50-point scale.

| Evaluation criterion | Points |
|---|---|
| Demonstrated performance on comparable contracts | 18 |
| Total delivered cost and pricing terms | 12 |
| Delivery and fulfillment reliability | 10 |
| Product quality and suitability | 10 |

WISCAP intends to award one contract to the responsible supplier offering the best overall value under the published criteria. WISCAP may request clarification or negotiate final terms and will document the basis for selection.

## Questions and Submission Instructions

Send written questions to Emily Peterson, Manager of Grants & Fund Development, at epeterson@wiscap.org by the stated deadline. WISCAP will post responses and addenda with the RFP on its website and email them to known RFP recipients.

Email the complete proposal to epeterson@wiscap.org by the stated deadline. Use the subject line “RDDD Supplier RFP 2026 – [Company Name].”

# Appendix A Common Pricing Worksheet

Return the fields below in a table or spreadsheet. For each line supply the quoted SKU, unit price, and extended price (evaluation quantity × unit price). Quote one shipment of this mix to each location. These assumptions are for bid comparison. Actual orders may vary and WISCAP guarantees no minimum purchase.

| Product and size | Quantity per shipment | Pricing unit |
|---|---|---|
| Diapers Newborn | 3,000 | Individual diaper |
| Diapers 1 | 5,000 | Individual diaper |
| Diapers 2 | 8,000 | Individual diaper |
| Diapers 3 | 13,000 | Individual diaper |
| Diapers 4 | 18,000 | Individual diaper |
| Diapers 5 | 20,000 | Individual diaper |
| Diapers 6 | 16,000 | Individual diaper |
| Diapers 7 | 7,000 | Individual diaper |
| Training pants 2T–3T | 8,000 | Individual training pant |
| Training pants 3T–4T | 12,000 | Individual training pant |
| Training pants 4T–5T | 10,000 | Individual training pant |
| Baby wipes | 750 | 100 individual wipes |

For each destination, quote the product subtotal, freight and applicable fees, and total delivered price for one shipment. Use the listed quantities for price extensions. Quote freight and fees for the actual case and pallet configuration needed to ship those quantities.

| Destination | Product subtotal | Freight and fees | Delivered total |
|---|---|---|---|
| Wausau 54403 | $ | $ | $ |
| Racine 53402 | $ | $ | $ |
| Ladysmith 54848 | $ | $ | $ |
| De Pere 54115 | $ | $ | $ |