



R-19/20-03

Printing of High School Yearbooks

Issue Date: 2/18/2020

Questions Deadline: 3/3/2020 12:00 PM (CT)

Response Deadline: 3/10/2020 03:00 PM (CT)

Contact Information

Contact: Heather Falls

Address: Purchasing

702 SE 291 Highway

Lee's Summit, MO 64063-4306

Event Information

Number: R-19/20-03
Title: Printing of High School Yearbooks
Type: Request for Proposal
Issue Date: 2/18/2020
Question Deadline: 3/3/2020 12:00 PM (CT)
Response Deadline: 3/10/2020 03:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting proposals for a Yearly Contract for the Printing of Year Books. This contract will include but is not limited to: a yearly contract or possibly multiple contracts with qualified person(s) or firm(s), through competitive negotiation, for the Printing Services of Year Books for all three (3) high schools in the Lee's Summit School District. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all respondents to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Heather Falls at (816) 986-2195 or email heather.falls@lsr7.net for instructions.

It is the responsibility of interested firms to check <https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Billing Information

Address: 301 NE Tudor Rd
Lee's Summit, MO 64086-5702
Phone: (816) 986 x1000

Bid Attachments

General Terms & Conditions for RFPs, RFQs and Bids.pdf

General Terms and Conditions

[Download](#)

1_- _Sample_Insurance_Certificate.pdf

Certificate of Insurance

[Download](#)

3_- _E-Verify-LSR7_(1) (1).pdf

E-Verify

[Download](#)

4_- _MO_Tax_Exemption_Certificate.pdf

Missouri Tax Exemption Certificate

[Download](#)

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals for a Yearly Contract for the Printing of Year Books. This contract will include but is not limited to: a yearly contract or possibly multiple contracts with qualified person(s) or firm(s), through competitive negotiation, for the Printing Services of Year Books for all three (3) high schools in the Lee's Summit School District. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all respondents to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this RFP shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through the online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. There will be no public opening of the proposals.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
8. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.

(Required: Check if applicable)

3 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Minimum qualifications to be considered: a vendor must be a full service printing firm with expertise in the field of Yearbook Design and Printing. The vendor should be able to demonstrate that its previous Yearbook Printing has been successfully implemented and maintained in at least five (5) public school districts of comparable size and scope.

Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.
- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.
- d. Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. ****Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.****

5 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

(Required: Check if applicable)

7 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

(Required: Check if applicable)

8 Bid Pricing

Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Mastercard P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.

The terms of this RFP shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period.

I have read and understand.

(Required: Check if applicable)

9 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

(Required: Check if applicable)

1 0 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to to the terms and conditions.

I have read and agreed to the T&C

(Required: Check if applicable)

1 1 Scope of Services

SCOPE OF SERVICES

(Optional: Maximum 1000 characters allowed)

Specific Requirements of RFP

1. Evaluation: It is the intent of the District that this contract be awarded to possibly more than one service provider based on all relevant considerations including, but not necessarily limited to: staffing, experience, pricing, technology and support software, educational resources, marketing resources, general support, quality of product, completeness of proposal and any other evaluative aspect which may impact this contract. An example of the evaluation score sheet is attached to this RFP for your reference.
2. To be considered, respondent must include 3 comparable yearbooks for evaluation by the committee. Samples must be in color with at least 280 pages, using state of the art software and digital imaging. Samples must be from high school with a population of at least 1,700 students. Two or three of the examples shall be from the surrounding KC area and the other books preferred to be from other Missouri high schools. The advisor's name and contact phone number must be submitted for reference contact. Yearbooks may be picked up ten (10) days after the awarded company has been announced. If not picked up, the District will recycle them, per District policy.

Address to send yearbook examples:

Attn: Heather Falls

702 SE 291 Hwy

Lee's Summit, MO 64063

3. Respondent submitting the proposal must be the one that serviced the yearbook samples submitted.
4. Respondent shall include references and sample yearbooks from other school districts and/or projects of similar size.
5. The successful respondent must provide Certificate of Insurance in accordance with all requirements shown in the insurance requirements section of this document prior to awarding the contract.
6. The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the vendor's business license, termination of the agreement, and debarment from work for a period of three years or permanently, and withholding 25% of the total amount due the selected respondent.

I have read and understand.

(Required: Check if applicable)

Scope of Services

1. Each High School shall have the flexibility to set their own delivery date (spring or fall delivery). Books expected to be delivered by firm one week prior to the designated delivery date.
2. Each high school must retain the ability to have exclusive right and control over the design of their yearbook. The desire is not to have cookie cutter books and give each school the freedom to put its own identity into the project. Each school will work independently with the chosen firm.
3. Firm must have the flexibility to accommodate software needs of all three high schools. Software must include the ability to work with the MAC/Adobe software and the company must have plug-ins that accommodate the newest version of all Adobe products. Adviser must be able to send in pages on PDF creation rather than using a mail service. Software used by the firm must also include access to an online platform that uses HTML.
4. The chosen firm must be able to use a portrait flow program and index flow program. The company may use a CD of photos from the photographer for the portrait images.
5. The cover of the books shall be custom, 4-color litho hard cover Binder's board. LSW & LSN are size 9 books. LSHS is a size 8 book but may possibly become a size 9 book based on pricing. A full color cover proof shall be provided for approval from adviser at no additional cost with needed changes/improvements made.
6. Front and back end sheets shall be 4-color custom. The end sheets may be different at no additional cost. Full color end sheet proofs shall be provided for approval from adviser at no additional cost with needed changes/improvements included. A full color mock shall be provided at no additional cost for approval from adviser.
7. Paper Stock shall be 100# glossy or matte finish.
8. Binding shall be Smyth sewn.
9. Book shall be 4 color throughout and if black/white is used, the chosen firm shall credit the school for the use of those pages.
10. Proofs shall be in color for every page, including the cover, for staff edits. There shall be no charge for corrections made by the school that are resubmitted by the proof deadline time.
11. The selected firm must work the deadlines around the school year including vacation dates and last day of seniors. School yearbook adviser must be consulted on all deadlines set by the rep and the firm.
12. The selected firm must provide a representative, solely working on the school account with unlimited visits and/or communication to the schools at no additional cost, as well as have the ability to come to the school to assist, when needed, without an appointment.
13. Offeror shall provide information in their proposal of any additional services they would provide.
14. Damages and Errors:
 - Chosen firm shall credit the school at the end of the process for any damaged yearbooks, binding problems or misprints. Yearbook adviser shall be able to utilize the credit according to his/her discretion, i.e. contests or allow firm to use for examples, etc.
 - If errors or any serious problems occur in printing process, the firm must reprint the yearbooks at no cost to the school or District and there shall be no delay in delivery.
 - The District has the right to cancel this contract with a 30 day written notice, if the chosen firm does not uphold the contract specifications agreed to in this RFP.
15. Offeror shall provide option for usage of digital content platform.
16. The chosen firm must include at least four (4) hours of creative artist time free of charge in addition to a cover workshop in the Kansas City area free of charge or provide time and transportation for a cover artist to work with students at the school.
17. The following--at a minimum--cover specifications must be included in the contract price: at least two applications (embossing, foil, silkscreen or grain) or a vinyl material with one applied silkscreen color or one hot-foil color.
18. Provider must have online book and ad sales that allow parents and community members to purchase ads and yearbooks directly from the company. Ad purchases also must include the option to upload photos and copy to the company site and be easily obtained by adviser.
19. The selected firm must provide a stipend for the yearbook advisers to travel to and attend national journalism conventions.
20. The selected firm must offer workshops for students and the advisers to attend. Preference may be given to firms who can offer students scholarships/adviser discounts.

I have read and understand.

(Required: Check if applicable)

1
4 **Schedule of RFP Process**

Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

- RFP Notification: 2/18/2020
- Receive Proposals: 3/10/2020
- Meet to review: Week of 3/23/2020
- School Board Meeting: 4/16/2020

The District desires the execution of the contract to meet the following dates: Services need to begin after 3/30/2020.

1
5 **No Deviations or Exceptions**

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.
(Required: Check if applicable)

1
6 **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

(Required: Maximum 4000 characters allowed)

1
7 **Cooperative Procurement with Other Jurisdictions**

This section is optional; it will not affect the agreement.

- 1) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

- 2) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

- 3) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection payments and other agreement administration will be the responsibility of the ordering jurisdiction.

- 4) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes No

(Optional: Check only one)

**1
8** **Project Narrative**

Use this space to provide a detailed project approach OR upload a response in the response attachments section.

Including but not limited to:

1. Project schedule and detailed approach is reasonable/responsive to District's needs for each high school.
2. Describe Design & Printing Services offered for both online design and Adobe design.
3. List warranties offered.
4. List any and all proven techniques and opportunities for training.
5. Roles of all involved parties clearly identified.
6. Familiarity with project location as evidenced by proposal/interview (if applicable)
7. Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere.
8. Proposed timeline for delivery of Yearbooks per school.
9. Identify software and/or other tools provided for our District Staff and Student to Utilize.
10. Describe communication process during both normal working hours and after-hours.
11. List any additional services provided.
12. List any additional inclusions.

(Required: Maximum 4000 characters allowed)

**1
9** **Consultant Profile**

CONSULTANT PROFILE

**2
0** **Lead Consultant Name**

Enter the Lead Consultant Firm(s) (or Joint Venture) name.

(Required: Maximum 1000 characters allowed)

**2
1** **Lead Consultant Address**

Enter the Lead Consultant Firm(s) (or Joint Venture) address.

street
city, state zip

(Required: Maximum 4000 characters allowed)

2
2

Lead Consultant Provider

Please designate the service area provided by the lead consultant.

Local Regional National

(Required: Check only one)

2
3

Year Provider Firm Established

Please enter the year the provider's firm was established.

(Required: Numbers only)

2
4

Years of Experience

Please enter the number of years of experience providing this service.

(Required: Numbers only)

2
5

Licensed in Missouri

Are you licensed to do business in the State of Missouri?

Yes No

(Required: Check only one)

2
6

Principal Contact

Please provide name, title, telephone number and email address of Principal contact

(Required: Maximum 4000 characters allowed)

2
7

Address of Office to Perform Work

Please provide address of office to perform work if different than Lead Consultant Firm address.

(Optional: Maximum 4000 characters allowed)

2
8

Number of Persons Committed to District's Project

Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project

(Required: Numbers only)

29 **Joint Venture Areas of Responsibility**
If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm.

(Optional: Maximum 4000 characters allowed)

30 **Has This Joint Venture Previously Worked Together?**
Has This Joint Venture Previously Worked Together?
 Yes No
(Optional: Check only one)

31 **Key Outside Consultants**

Key Outside Consultants

(Optional: Maximum 1000 characters allowed)

32 **Subcontractor #1 Name**
Please provide name of Subcontractor.

(Optional: Maximum 1000 characters allowed)

33 **Subcontractor #1 Address**
Please provide address of Subcontractor.

(Optional: Maximum 1000 characters allowed)

34 **Specialty/Role with this Project**
Provide Subcontractors Specialty/Role with this Project.

(Optional: Maximum 1000 characters allowed)

35 **Worked with Lead Firm Before?**
Worked with Lead Firm Before?
 Yes No
(Optional: Check only one)

36 Year Firm Established

Year Firm Established

(Optional: Numbers only)

37 Years of Experience

Please provide number of years experience providing this service.

(Optional: Numbers only)

38 Subcontractor #2 Name

Please provide name of subcontractor #2.

(Optional: Maximum 1000 characters allowed)

39 Subcontractor #2 Address

Please provide address of subcontractor #2

(Optional: Maximum 1000 characters allowed)

40 Specialty/Role with this Project

Please provide subcontractors specialty/role with this project

(Optional: Maximum 1000 characters allowed)

41 Worked with Lead Firm Before?

Has this Subcontractor worked with the lead firm before?

Yes No

(Optional: Check only one)

42 Year Firm Established

Please provide year Subcontractors firm was established.

(Optional: Numbers only)

43 Years of Experience

Please provide subcontractors number of years of experience.

(Optional: Numbers only)

4 4	Resume of Key Personnel <p style="text-align: center;">Resume of Key Personnel</p> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 1000 characters allowed)</i></p>
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4 5	Name of Key Personnel Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project. <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 1000 characters allowed)</i></p>
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4 6	Title of Key Personnel Provide job title of key personnel assigned to District's project. <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 1000 characters allowed)</i></p>
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4 7	Assignment Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service. <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>
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4 8	Name of Firm with which Associated Experience of Key Personnel: Provide name of firm which assignment was/is associated with. <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>(Optional: Maximum 4000 characters allowed)</i></p>
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4 9	Years of Experience with this Firm Please provide assigned key personnel's experience with this firm. <input type="text"/> <p><i>(Optional: Numbers only)</i></p>
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5 0	Years of Experience with Other Firms Please provide assigned key personnel's experience with other firms. <input style="width: 100px; height: 20px;" type="text"/> <i>(Optional: Numbers only)</i>
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5 1	Education Degree(s) or Certification(s)/Year/Specialization <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Optional: Maximum 4000 characters allowed)</i>
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5 2	Current Registration(s) Please provide current registration(s) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Optional: Maximum 4000 characters allowed)</i>
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5 3	Other Experience & Qualifications Please provide other Experience & Qualifications relevant to the proposed project <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <i>(Optional: Maximum 4000 characters allowed)</i>
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5 4	PROPOSAL SCORING CRITERIA PROPOSAL SCORING CRITERIA
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5 **Evidence of Experience & References with Similar Accounts (Ref & Exp)**

5 **Evaluation Criteria**

Evidence of Experience & References with Similar Accounts (Ref & Exp)

The District will review and evaluate any/all proposals for the references and experience with similar sized school districts as indicated on the references form attached to RFP.

- Reliability of the firm, based on references given
- Experience with other similar sized projects & other school districts
- Methods used are effective and have been proven elsewhere
- Appropriately staffed to meet District scheduling

5 **Approach and Understanding of Scope**

6 **Evaluation Criteria**

Approach and Understanding of Scope

Evaluate the provider's approach to and understanding of the scope of services required in the RFP as evidenced by the vendor's proposal:

- Consider quality of three (3) sample yearbooks provided, as requested in this RFP
- Consider if firm provides an online platform and creative Adobe suite
- Consider flexibility in purchasing needs for each high school

5 **Qualifications & Certifications of Staff**

7 **Evaluation Criteria**

Qualifications & Certifications of Staff:

- Does the firm have a qualified representative dedicated to oversee the District's projects?
- Does the firm state the amount of visits the qualified representative will provide the District?
- Does the firm possess the technology and support software required in this RFP?
- Does the firm provide an adequate number of visits and support to each of the three (3) high schools?

5 **Cost**

8 **Evaluation Criteria**

Cost

Determination of cost and pricing data:

- Consider quality of product and services at cost provided
- Consider average price increase per year, if applicable
- Consider price flexibility and cost breakdown for each schools needs

59 **References**

REFERENCES

(Optional: Maximum 1000 characters allowed)

60 **How many years has your company been in business?**

(Required: Numbers only)

61 **References**

List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:

62 **Reference 1**

Reference 1

63 **Reference #1 Contact Person's Name**

(Required: Maximum 1000 characters allowed)

64 **Reference #1 - Contact Person's School District/Business**

(Required: Maximum 1000 characters allowed)

65 **Reference #1 Address**

Enter Street address, city, state, zip code

(Required: Maximum 1000 characters allowed)

66 **Reference #1 Phone Number**

() - ext:

(Required)

67 **Reference #1 Email**

(Required: Email address)

68 Reference #1: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

69 Reference 2
Reference 2

70 Reference #2 - Contact Person's Name

(Required: Maximum 1000 characters allowed)

71 Reference #2 - Contact Person's School District/Business

(Required: Maximum 1000 characters allowed)

72 Reference #2 Address: Street, City, State, Zip Code

(Required: Maximum 1000 characters allowed)

73 Reference #2 Phone Number

() - ext:

(Required)

74 Reference #2 Email

(Required: Email address)

75 Reference #2: Description of services performed and completion date
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

7
6 **Reference #3**
Reference #3

7
7 **Reference #3 Contact Person's Name**

(Required: Maximum 1000 characters allowed)

7
8 **Reference #3 - Contact Person's School District/Business**

(Required: Maximum 1000 characters allowed)

7
9 **Reference #3 Address: Street, City, State, Zip Code**

(Required: Maximum 1000 characters allowed)

8
0 **Reference #3 Phone Number**

(____) _____ - _____ ext: _____

(Required)

8
1 **Reference #3 Email**

(Required: Email address)

8
2 **Reference #3: Description of services performed and completion date**
Describe the services performed and completion date of project.

(Required: Maximum 4000 characters allowed)

8
3 **Additional References**

Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event.

Be sure to include the following information:

- Reference Contact Name
- Reference contact's school district/business
- Reference address (street, city, state, zip)
- Reference phone number
- Reference email address
- Description of services performed and completion date

Bid Lines

1 Yearbook, per specs provided, with 304 pages – size 8

Quantity: 800 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

2 Yearbook, per specs provided, with 304 pages – size 8

Quantity: 1200 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

3 Yearbook, per specs provided, with 304 pages – size 8

Quantity: 1600 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

4 Yearbook, per specs provided, with 304 pages – size 9

Quantity: 800 UOM: EA Unit Price: \$ Total: \$

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

5 Yearbook, per specs provided, with 304 pages – size 9
 Quantity: 1200 UOM: EA Unit Price: \$ Total: \$
 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

6 Yearbook, per specs provided, with 304 pages – size 9
 Quantity: 1600 UOM: EA Unit Price: \$ Total: \$
 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

7 Price per Book over the contract number
 Quantity: 1 UOM: EA Unit Price: \$ Total: \$
 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

8 Price for fewer copies per book under contract number
 Quantity: 1 UOM: EA Unit Price: \$ Total: \$
 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

9 Price per signature over the contract number
 Quantity: 1 UOM: EA Unit Price: \$ Total: \$
 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

10 Reduction Price for less number of signatures per contract
 Quantity: 1 UOM: EA Unit Price: \$ Total: \$
 Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

1 1	Price for Embossing	Quantity: <u> 1 </u> UOM: <u> EA </u>	Unit Price: \$ <input type="text"/>	Total: \$ <input type="text"/>
	Supplier Notes: _____			
	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>			

1 2	Price for Foil applications	Quantity: <u> 1 </u> UOM: <u> EA </u>	Unit Price: \$ <input type="text"/>	Total: \$ <input type="text"/>
	Supplier Notes: _____			
	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>			

1 3	Price for Individual Name Stamping	Quantity: <u> 1 </u> UOM: <u> EA </u>	Unit Price: \$ <input type="text"/>	Total: \$ <input type="text"/>
	Supplier Notes: _____			
	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>			

1 4	Penalty Price for late pages	Quantity: <u> 1 </u> UOM: <u> EA </u>	Unit Price: \$ <input type="text"/>	Total: \$ <input type="text"/>
	Supplier Notes: _____			
	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>			

1 5	Penalty Price for late proofs	Quantity: <u> 1 </u> UOM: <u> EA </u>	Unit Price: \$ <input type="text"/>	Total: \$ <input type="text"/>
	Supplier Notes: _____			
	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>			

1 6	Price for Foil applications	Quantity: <u> 1 </u> UOM: <u> EA </u>	Unit Price: \$ <input type="text"/>	Total: \$ <input type="text"/>
	Supplier Notes: _____			
	<input type="checkbox"/> No bid <input type="checkbox"/> Additional notes <i>(Attach separate sheet)</i>			

17 Price of supplement for spring delivery

Quantity: 16 UOM: Pages Unit Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

18 Price for creative artist time. Qty: 4 Hours

Price: \$ Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

19 Additional Price for creative artist time over 4 hours (if any)

Price: \$ Total: \$

Item Notes: Rate Per Hour

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

20 **Package Header**

Additional Attributes - Please respond to each attribute listed in this package.

Quantity: 1 UOM: EA Total: \$

Supplier Notes: _____

No bid
 Additional notes
(Attach separate sheet)

Package Attributes

1. Is there a credit for PDF submissions, if so how much?

Please list credit amount in package line item

Yes No
(Required: Check only one)

2. When is the deadline for name stamping?

(Required: Maximum 1000 characters allowed)

3. How many days allowed for proofs?

(Required: Maximum 1000 characters allowed)

4. Do you provide free training for staff? If so, when?

(Required: Maximum 1000 characters allowed)

5. Do you provide free training for students? If so, when?

(Required: Maximum 1000 characters allowed)

6. Do you provide onsite and or/offsite training?

(Required: Maximum 1000 characters allowed)

7. Do you offer PDF Certifications?

(Required: Maximum 1000 characters allowed)

8. Do you offer curriculum opportunities?

(Required: Maximum 1000 characters allowed)

Package Items

20.1 Credit amount for PDF submissions (if any).

Quantity: 1 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

20.2 Expected average price increase per year (if any)?

Quantity: 1 UOM: EA Unit Price: Total:

Supplier Notes: _____

- No bid
- Additional notes
(Attach separate sheet)

