



# REQUEST FOR PROPOSALS

## Printing and Mailing Services

April 8, 2016

### A. Purpose

To secure a contract with a qualified vendor for print and mailing services of Scholar Success Program requirement postcards to Indiana's 21<sup>st</sup> Century Scholars. We welcome recommendations on efficiencies and cost-savings measures that will not compromise the quality of product produced.

### B. Background

The Indiana Commission for Higher Education (CHE) is a 14-member public body created in 1971 to define the missions of Indiana's colleges and universities, plan and coordinate the state's postsecondary education system, and ensure that Indiana's higher education system is aligned to meet the needs of students and the state.

### C. Services Sought

CHE seeks the following print services and quantities. Physical and PDF proofs are required for this project.

Printing of 53,378 variable data Scholar Success Program postcards, 4-color, front and back.

a. Paper

- i. 16 point stock with UV gloss finish

b. Size

- i. 4-1/4" x 6"

c. Mailing Requirements

- i. Vendor must provide means for secure data transmission and confirm receipt of data.
- ii. Vendor must presort mail for lowest possible first class rate. Software used to presort must be USPS approved.

d. Timeline

- i. Postcards must be printed and delivered to the post office ready to mail on Wednesday, May 18, 2016.

#### D. Response Requirements

Responses are limited to no more than 15 pages, excluding appendices, and must include description of the entity interested in providing the services, including:

- History of company, services, experience
- Explanation of similar work performed
- Description for each component of work outlined above:
- Itemized price estimate/budget for services, including travel fees
- References

#### E. Terms

Funding for this project will come from state funds. Vendors must be able to agree to the terms and conditions of the Commission's standard Professional Services Agreement (sample appended to this document). Vendors must be registered with the Indiana Secretary of State's Office (vendors may do so at <http://www.in.gov/sos/business/3648.htm>). All payments will be made 35 days in arrears via ACH/electronic deposit from the Indiana Auditor of State's Office. Invoices must detail expenses and charges in accordance with any purchase orders issued; total payment shall not exceed the accepted bid amount. Any and all travel reimbursed via this contract will be subject to the reimbursement rates of Financial Management Circular 20014-1 (vendors should review at [http://www.in.gov/sba/files/FMC\\_2014-1.pdf](http://www.in.gov/sba/files/FMC_2014-1.pdf)).

#### F. Scoring Criteria

Responses will be reviewed by CHE staff for completeness and compliance with each of the requirements outlined in **Section D. Response Requirements**. Any questions about omissions from a proposal will be referred to the applicant. If, in the judgment of CHE, a proposal is late, incomplete or does not adhere to or address the guidelines set forth, the response will be omitted from the review process. CHE may request revision to proposal and budget prior to approval, award or release of funding. CHE's decision is final, and applicant will be notified in writing.

The following weights will be used to score each section **except** the last bullet noted in Section D. Therefore, the scoring will apply to the following areas:

- 1) History of company, services, experience; (10 points)
- 2) Explanation of similar work performed; (30 points)
- 3) Description of work to be performed; (20 points)
- 4) Itemized price estimate for services, including travel fees; (40 points)
- 5) References.

## G. Communication with the Commission for Higher Education

All communication, including responses, questions concerning the services being sought, or the response requirements, should be directed to:

Kaylee Showers

[KShowers@che.in.gov](mailto:KShowers@che.in.gov)

317-232-1032

## H. Timeline

- To be considered, responses must be received by the Indiana Commission for Higher Education via email **no later than 4:00 PM on April 15, 2016.** Reference 16-03. Confirmation of receipt will be sent.
- Determinations of proposals will be issued no later than April 22.
- On-going communication between the vendor and Commission staff is expected throughout to discuss the resources and ask any clarifying questions.

*-- End of Request for Proposal --*