



## INDIANA COMMISSION *for* HIGHER EDUCATION



### REQUEST FOR PROPOSALS *21st Century Scholars* promotional items 6/5/2017 Response Due Date: 6/16/2017

#### A. Purpose

To produce student promotional materials for the 21st Century Scholars program.

We welcome recommendations on efficiencies and cost-saving measures that will not compromise the quality of the product produced.

#### B. Background

Indiana's 21st Century Scholars program is a needs- and performance-based program that provides students the opportunity to earn up to a four-year scholarship at an Indiana college or university.

The Indiana Commission for Higher Education 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

Learn More Indiana seeks estimates for the following promotional items in quantities of 2,500, 5,000, and 7,500:

1. **2 Pocket Silicone Phone Wallet**
2. **Non-Woven Tote Bag**
3. **Sling Grip for Phone**
4. **Hand Sanitizer**
5. **Plastic Stadium Cups**
6. **Collapsible Frisbee**
7. **Popsocket for Phone**
8. **Sunscreen Keychain**
9. **Phone Screen Cleaner**

Following print production, products will be shipped to CHE fulfillment vendor.



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The selected vendor will meet with appropriate staff from the Indiana Commission for Higher Education upon award to confirm goals and metrics, and develop a master timeline complete with all deliverables and responsible parties.

**D. Question/Inquiry Process**

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **5:00 PM on Friday, 6/9/2017**. Questions/inquiries must be submitted in Attachment A, Q&A Template, via email to [jnejad@che.in.gov](mailto:jnejad@che.in.gov) and must be received by the time and date indicated above. **A response template will be posted on 6/13/2017.**

Following the question/inquiry due date, the Q&A document will be posted to the Commission for Higher Education's website. If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted to the website as well. The Commission for Higher Education may extend the due date and time of proposals to accommodate such additional information requirements, if required.

**E. 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

**F. 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 35 days in arrears and 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)).



### G. Scoring Criteria

Responses will be reviewed by Commission staff for completeness and compliance with each of the requirements outlined in **Section E Response Requirements**. Any questions about omissions from a proposal will be referred to the applicant. If, in the judgment of the Commission, 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. The Commission may request revision to proposal and budget prior to approval, award or release of funding. The decision of the Commission 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 E. 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.

### H. 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:

[jnejad@che.in.gov](mailto:jnejad@che.in.gov)  
317-232-2095

### I. Timeline

- To be considered, responses must be received by the Indiana Commission for Higher Education via email **no later than 5:00 PM on June 16, 2017.** Confirmation of receipt will be sent.
- Determinations of proposals will be issued no later than June 23, 2017.
- 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 --