



INDIANA COMMISSION *for*  
HIGHER EDUCATION



**REQUEST FOR PROPOSALS**  
**Printing (2017 Updates Reprint)**

**June 26, 2017**

**A. Purpose**

To print 21st Century Scholars' 2017 publications and materials.

We welcome recommendations on efficiencies and cost-savings measures that will not compromise the quality of 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 (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**

The 21st Century Scholars program seeks the following print services and quantities. PDF proofs will not be sufficient for this project.

**1. Grade 9 Guide – 19,934**

a. Paper

- Folder: Zenith C1S 14 pt
- Booklet: Mohawk Navaho Brilliant White 80# text

b. Size

- Folder: Flat: 24.5" x 12.75" (schematic attached); Folded: 9" x 11.5" (cover is a short fold to 8-1/2", back cover 9", perforated bookmark folds in)
- Booklet: Flat: 16.75" x 11"; Folded: 8.375" x 11"

c. 4CP/4CP; overall satin aqueous

d. Pages

- Folder: 2
- Booklet: 16 pages

e. Binding

- Cover: Trim, score, fold
- Booklet: Trim, score, fold, saddle stitch in to cover

**2. Grade 10 Guide – 20,566**

a. Paper

- Folder: Zenith C1S 14 pt
- Booklet: Mohawk Navaho Brilliant White 80# text

b. Size

- Folder: Flat: 24.5" x 12.75" (schematic attached); Folded: 9" x 11.5" (cover is a short fold to 8-1/2", back cover 9", perforated bookmark folds in)
- Booklet: Flat: 16.75" x 11"; Folded: 8.375" x 11"

c. 4CP/4CP; overall satin aqueous

d. Pages

- Folder: 2
- Booklet: 16 pages

e. Binding

- Cover: Trim, score, fold
- Booklet: Trim, score, fold, saddle stitch in to cover

**3. Grade 11 Guide – 19,825**

a. Paper

- Folder: Zenith C1S 14 pt
- Booklet: Mohawk Navaho Brilliant White 80# text

b. Size

- Folder: Flat: 24.5" x 12.75" (schematic attached); Folded: 9" x 11.5" (cover is a short fold to 8-1/2", back cover 9", perforated bookmark folds in)
- Booklet: Flat: 16.75" x 11"; Folded: 8.375" x 11"

c. 4CP/4CP; overall satin aqueous

d. Pages

- Folder: 2
- Booklet: 16 pages

e. Binding

- Cover: Trim, score, fold
- Booklet: Trim, score, fold, saddle stitch in to cover

**4. Grade 12 Guide – 17,794**

a. Paper

- Folder: Zenith C1S 14 pt
- Booklet: Mohawk Navaho Brilliant White 80# text

b. Size

- Folder: Flat: 24.5" x 12.75" (schematic attached); Folded: 9" x 11.5" (cover is a short fold to 8-1/2", back cover 9", perforated bookmark folds in)
- Booklet: Flat: 16.75" x 11"; Folded: 8.375" x 11"

c. 4CP/4CP; overall satin aqueous

d. Pages

- Folder: 2
- Booklet: 16 pages

e. Binding

- Cover: Trim, score, fold
- Booklet: Trim, score, fold, saddle stitch in to cover

**5. College Success Guide – 17,744**

a. Paper

- Cover: Tango C1S 8pt
- Booklet: Mohawk Navaho Brilliant White 80# text

b. Size

- Flat: 11" X 8.5"
- Folded: 5.5" x 8.5"

- c. 4CP / 4CP; overall satin aqueous
- d. Pages
  - 48 plus cover
- e. Binding
  - Cover: Trim, score, fold
  - Booklet: Trim, score, fold, saddle stitch in to cover

## 6. Welcome Kit – TBD

- a. Paper
  - Cover: Zenith C1S 14 pt
  - Booklet: Mohawk Navaho Brilliant White 80# text
- b. Size
  - Cover: Flat: 16.75" x 11"; Folded: 8.375" x 11" (bookmark folds in)
  - Booklet: Flat: 16.75" x 11"; Folded: 8.375" x 11"
- c. 4CP/4CP; overall satin aqueous
- d. Pages
  - Cover: 2
  - Booklet: 8 pages
- e. Binding
  - Cover: Trim, score, fold
  - Booklet: Trim, score, fold, saddle stitch in to cover

## 7. Envelope – TBD

- a. Paper
  - Standard white preconverted, uncoated
  - window
  - opens on long end
- b. Size
  - 9X12
- c. 2 spot, Pantone 2725 M and Black

**8. 21st Century Scholars/Enrollment Poster – 4,420**

- a. CMYK
- b. Two Sided, 24"x36"
- c. Gloss
- d. Bleed to edge
- e. Dp – Utopia 100#

**9. Learn More Poster #1 (College Map) – 4,420**

- a. CMYK
- b. One Sided, 40"
- c. Gloss
- d. Dp – Utopia 100#

**10. Learn More Poster #2 (LMI Promo) – 4,420**

- a. CMYK
- b. One Sided, 40"
- c. Gloss
- d. Dp – Utopia 100#

**11. Welcome Letter – 2,213**

**12. Partner Letter – 2,213**

**D. Question/Inquiry Process**

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of 5:00 PM on 6/30/2017. 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.

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 B. 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 B. 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)

317-232-1032

#### I. Timeline

- To be considered, responses must be received by the Indiana Commission for Higher Education via email **no later than 4:00 PM on July 6, 2017**. Confirmation of receipt will be sent.
- Determinations of proposals will be issued no later than **July 7, 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 --