

**REQUEST FOR PROPOSAL**

**Print Services**

**RFP #24-0603**

**Issue Date: June 3rd, 2024**

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# **RFP ADMINISTRATIVE INFORMATION**

Issued: **June 3rd 2024**

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| RFP Title: | Print Services |
| RFP Project Description: | Lewis-Clark State College (LC State) seeks proposals for print services of Admissions publications. |
| RFP Lead: | Jessica Waddington, Purchasing Director  Lewis-Clark State College  500 8th Ave  Lewiston, ID 83501  [Jlwaddington@lcsc.edu](mailto:Jlwaddington@lcsc.edu)  Ph: 208-792-2431 |
| Submitting Sealed Proposal:  Submitting Manually:  MANUAL PROPOSALS MUST BE RECEIVED BY PURCHASING AT THE ADDRESS AND BY THE REQUIRED DATE AND TIME IDENTIFIED IN THIS SECTION  Submit electronically to LC State via e-mail: | Jessica Waddington, Purchasing Director  Lewis-Clark State College  Administration Building Rm. 104  500 8th Ave  Lewiston, ID 83501  **Submit by: June 25th, 2024 5:00 PM Pacific**  [Jlwaddington@lcsc.edu](mailto:Jlwaddington@lcsc.edu) |
| LC State Purchasing website | <https://www.lcsc.edu/purchasing/vendors/current-solicitations>  All RFP information and updates will be posted here. |
| Pre-Proposal Virtual Conference Date/Time:  Pre-Proposal Virtual Conference Location: | **N/A** |
| On-Site Campus Visits (if applicable): | **N/A** |
| Deadline to Receive Questions: | **June 11th, 2024 5:00 PM Pacific Time** |
| Anticipated Release of Answers to Questions: | **June 18th, 2024 5:00 PM Pacific Time** |
| RFP Closing Date: | **June 25th, 2024 5:00 PM Pacific Time** |
| Proposal Opening Date: | **8:00 AM** Pacific Time, in Purchasing Department on the first business day following the Closing Date. (Opening will be completed virtually. Email RFP Leads for attendance details). |
| Virtual Demonstration: | **N/A** |
| Anticipated Selection/Award Date: | **July 1st 2024 by 5:00 PM PT** |
| Initial Term of Contract and Renewals: | **1 Year**  Following the Initial Term, the parties may extend the Contract under the same terms and conditions, on an annual basis, upon mutual written consent for three (3) subsequent one-year periods (each a “Renewal Term”). |
| **Lewis-Clark State college standard contract terms and conditions INCORPORATED BY REFERENCE: https://www.lcsc.edu/purchasing/vendors** | |

# **Overview**

## Purpose

Lewis-Clark State College (LC State or the college) is requesting proposals for print services for the Admissions Publications as detailed in Section 8.1. LC State reserves the right to request additional publications.

## Background Information

Founded in 1893 and located in Lewiston, Idaho, LC State’s warm and friendly campus provides a unique and safe learning environment, surrounded by the beauty of the LC Valley. While paying the lowest tuition among Idaho’s public four-year institutions, students choose from over 130 degrees and certificates including associate and bachelor's degrees in both academic and career and technical education fields, and graduate level programs. LC State is also proud to be a leader in online education with over 20 fully online degree programs. LC State Admissions publishes and distributes annual publications for students, parents, and prospective students.

# **pROCESS REQUIREMENTS**

## Restrictions on Communications

From the issue date of this RFP, until a contract is awarded, or the RFP is cancelled, Offerors are prohibited from communications regarding this RFP with LC State employees, evaluation committee members, or other associated individuals, except the RFP Lead.

## Pre-Proposal Conference and On-Site Campus Visit

**N/A**

## Questions

* + 1. The RFP Lead is the only contact for this Solicitation. All correspondence must be in sent via e-mail. If it becomes necessary to revise any part of this RFP, amendments will be posted on LC State’s Purchasing website. It is the responsibility of parties interested in this RFP to monitor the LC State Purchasing website for any updates or amendments. Any oral interpretations or clarifications of this RFP must not be relied upon. All changes to this RFP will be in writing and must be posted to the LC State Purchasing website to be valid.

### Questions or other correspondence must be submitted in writing to the RFP Lead (see contact information in the RFP Administrative Information, page 1). QUESTIONS MUST BE RECEIVED BY THE DATE AND TIME LISTED IN THE RFP ADMINISTRATIVE INFORMATION SECTION.

### Written questions must be submitted using **Attachment 1 - Offeror Questions**. Official answers to all written questions will be posted on LC State Purchasing web page as an amendment to this RFP.

## Offeror Proposed Modifications and Exceptions to Requirements, Terms, and Conditions

* + 1. Offerors are strongly encouraged to submit any proposed modifications to the requirements, terms, or conditions of the RFP on **Attachment 1 - Offeror Questions** prior to the deadline to submit questions. Questions regarding these requirements must contain the following:
* The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
* Recommended verbiage for LC State’s consideration that is consistent in content, context, and form with LC State’s requirement that is being questioned.
* Explanation of how LC State’s acceptance of the recommended verbiage is fair and equitable to both LC State and to the party submitting the question.
  + 1. If a Proposal contains modifications or exceptions to any Solicitation requirements, terms, or conditions which are not addressed during the question-and-answer period, they must be identified and submitted on Attachment 2 - Modification and Exception Form and must contain the same information outlined in Section 2.2.1, above. LC State will not consider any modifications or exceptions that are not identified specifically on Attachment 2.
    2. LC State has sole discretion to determine if the modifications or exceptions submitted by an Offeror would result in a material change or otherwise threaten the integrity of the procurement process. Non-material modifications or exceptions may be discussed with the apparent successful Offeror, at the discretion of LC State; however, LC State shall have the right to reject any and all such modifications and/or exceptions, or to call an end to such discussions, and to instruct the Offeror to amend its Proposal and remove the modifications and/or exceptions. Failure to do so may result in LC State finding the Proposal non-responsive.
    3. Except as otherwise provided within the Solicitation, LC State will not consider modifications or exceptions to the requirements, terms, or conditions which are proposed after the RFP Closing Date.

## Proposals

* + 1. Proposals should be submitted on the most favorable terms an Offeror can propose, from both a price and technical standpoint, as well as with regard to legal terms and conditions. The college reserves the right to accept any part of a Proposal or reject all or any part of any Proposal received, without financial obligation, if the college determines it to be in the best interest of the college to do so.
    2. Discussions with individual Offerors (including the utilization of one or more rounds of Best And Final Offers (BAFO) and/or Negotiations) may be conducted as determined by the college to be in its best interest. Offerors should submit their best and most competitive cost proposal initially, as there is no guarantee that the college will conduct any discussions.
    3. No verbal Proposals or verbal modifications will be considered. An Offeror may modify its Proposal in writing prior to the RFP closing time. A written modification must include the date and signature of the Offeror or its authorized representative.
    4. Proposals that are qualified with conditional clauses or alterations or items not called for in the RFP documents, or irregularities of any kind, are subject to disqualification by the college at its option.
    5. All Proposal concepts and material submitted becomes the property of the college and will not be returned to Offeror unless the Solicitation is canceled by the college (State Code § 67-9215). Award or rejection of a Proposal does not affect this right. Proposals and supporting documentation may be available for public inspection upon written request following the announcement of a Contract award, except for information specifically labeled on each separate page as a “Trade Secret” under the Idaho Public Records Act, Section Title 74, Chapter 1, Idaho Code (“the Act”). Alternatively, information may be specifically labeled “exempt” from public records under another exemption found in the Act. Information specifically labeled as Trade Secret or otherwise exempt may be protected from disclosure, but only to the extent consistent with the Act or otherwise applicable federal or state law or regulation. Accordingly, the college cannot guarantee its confidentiality.

# **Instructions for Submission of Proposal**

The current version of LC State Standard Terms and Conditions are incorporated, by reference into this solicitation, and into any resulting contracts as if set forth in their entirety. Also incorporated by reference into this solicitation are Idaho Bills 189, 190, 191, and 294. LC State Standard Terms and Conditions are located at: <https://www.lcsc.edu/purchasing/vendors>. Failure by any submitting Offeror to review these documents will in no way constitute or be deemed a waiver by LC State of any term, condition or requirement contained in the referenced documents; and no liability will be assumed by LC State for a submitting Offeror’s failure to consider the LC State Standard Terms and Conditions in preparing its response to the solicitation.

## General Instructions

### Proposals may be submitted electronically or manually, as detailed below. Except as otherwise addressed in this solicitation, all submission materials must be submitted at the same time (in a single package or electronic submission). If multiple submissions are received, only the latest timely submission will be considered.

### Alternate proposals may be submitted and will be considered.

### All electronic files must be in PDF, Microsoft Word or Excel format; the only exception is for financials, brochures or other information only available in an alternate format.

## Public Records

### The Idaho Public Records Law, Idaho Code Sections 74-101 through 74-126, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a State Agency or a local agency (political subdivision of the state of Idaho) regardless of the physical form or character. All, or most, of the information contained in your response will be a public record subject to disclosure under the Public Records Law. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets.

### Prices that you provide in your Bid, Proposal or Quotation are not a trade secret. LC State, to the extent allowed by law and in accordance with these instructions, will honor a designation of nondisclosure. Any questions regarding the applicability of the Public Records Law should be addressed to your own legal counsel PRIOR TO SUBMISSION of your Bid, Proposal or Quotation.

## Redacted Information

If your Proposal contains information that you consider to be exempt, you must also submit a redacted copy of the Proposal with all exempt information removed or blacked out. The college will provide this redacted Proposal to requestors under the Public Records Law, if requested. Submitting Offerors must also:

### Identify with particularity the precise text, illustration, or other information contained within each page marked “trade secret” (it is not sufficient to simply mark the entire page). The specific information you deem “trade secret” within each noted page must be highlighted, italicized, identified by asterisks, contained within a text border, or otherwise clearly delineated from other text/information and specifically identified as a “trade secret.”

### Provide a separate document entitled “List of Redacted Trade Secret Information” which provides a succinct list of all trade secret information noted in your Proposal; listed in the order it appears in your submittal documents, identified by Page #, Section #/Paragraph #, Title of Section/Paragraph, specific portions of text/illustrations; or in a manner otherwise sufficient to allow LC State’s procurement personnel to determine the precise text/material subject to the notation. Additionally, this list must identify with each notation the specific basis for your position that the material be treated as exempt from disclosure and how the exempting the material complies with the Public Records Law.

### Submit a redacted copy of the Proposal with all trade secret information removed or blacked out. The redacted copy must be submitted electronically, with the word “redacted” in the file name, whether the Proposal is submitted manually or electronically.

### Offeror shall indemnify and defend LC State against all liability, claims, damages, losses, expenses, actions, attorney fees and suits whatsoever for honoring a designation of exempt or for the Offeror’s failure to designate individual documents as exempt. The Offeror’s failure to designate as exempt any document or portion of a document that is released by LC State shall constitute a complete waiver of any and all claims for damages caused by any such release. If LC State receives a request for materials claimed exempt by the Offeror, the Offeror shall provide the legal defense for such claim.

## Insurance Requirements

### (M) At a minimum, the Offeror and its sub-contractors are required to carry the types and limits of insurance referenced in the Insurance Requirements section of the LC State Terms and Conditions. Offeror is required to provide the college with a Certificate of Insurance meeting the requirements listed in the Insurance Requirements section of the LC State Terms and Conditions, prior to Contract signing.

## Electronic Submission

### Electronically submitted Proposals must be submitted to the email address identified in the RFP Administration Information Section. Remember to submit an additional redacted version of the proposal if you have identified trade secrets. **Recent, comparable samples of work (as identified in section 8.6) must be sent or delivered to the RFP Lead (at address listed in RFP ADMINISTRATIVE INFORMATION Section, page 1). LC State will reject proposals that do not include samples.**

## Manual Submission

### The Proposal must be sent or delivered to the RFP Lead (at address listed in RFP ADMINISTRATIVE INFORMATION Section, page 1), sealed, and identified as **“Print Services RFP #24-0603”**. Include your company name on the outside of the package. The Cost Proposal must be separately sealed, identified as “Cost Proposal - **Print Services**

### **RFP #24-0603”.** The Technical Proposal and separately sealed Cost Proposal must be submitted at the same time (place all proposal response materials within a larger package). Each proposal must be submitted in one (1) original with three (3) copies of the Technical Proposal and one (1) original and one (1) copy of the Cost Proposal. Offerors submitting manually must also submit one (1) electronic copy of the proposal on USB Device or via email. Word, PDF or Excel format is required (the only exception is for financials, brochures or other information only available in an alternate format). The format and content must be the same as the manually submitted proposal. The electronic version must NOT be password protected or locked in any way. Recent, comparable samples of work (as identified in section 8.6) must be included with proposals submitted manually. LC State will reject proposals that do not include samples.

# **Proposal Format**

These instructions describe the format to be used when submitting a Proposal. The format is designed to ensure a complete submission of information necessary for an equitable analysis and evaluation of submitted Proposals. There is no intent to limit the content of Proposals.

## Evaluation Codes

**(M) Mandatory Response** - failure to respond to any (M) section, or to comply with any mandatory specification or requirement, will render Offeror’s Proposal non-responsive and no further evaluation will occur.

**(ME) Mandatory and Evaluated Response** - failure to respond to any (ME) section, or to comply with any mandatory specification or requirement in an (ME) section, will render Offeror’s Proposal non-responsive and no further evaluation will occur. Offeror must respond to these sections as directed; points will be awarded based on predetermined criteria.

**(E) Evaluated Response** - a response is desired and will be evaluated. If not available,

respond with “Not Available” or other response that identifies Offeror’s ability or inability to supply the

item or service. If Offeror cannot meet the requirement, or chooses not to respond for any reason, zero (0) points will be awarded for the section. If Offeror responds, points will be awarded based on predetermined criteria.

Note: Offerors are directed to IDAPA 38.05.01.074.03.a, as well as IDAPA 38.05.01.091.05, which allow

the designated LC State official to waive minor informalities as well as minor deviations. The

college also reserves the right to seek clarification on any M or ME requirement.

## Table of Contents

Include a table of contents in the Proposal identifying the contents of each section, including page numbers of major Sections.

## Format

**Proposals shall follow the numerical order of this RFP** starting at the beginning and continuing through to the end of the RFP. **Proposal sections and subsections must be identified with the corresponding numbers and headings used in this RFP. In the response, the RFP section and/or subsection must be restated, followed with the response.**

Offerors are encouraged to use a different color font, bold text, italics, or other indicator to clearly distinguish the RFP section from the Offeror’s response. Except for brochures, financials, work samples, or other similar submission items, all electronic Proposals must be submitted in Microsoft Word or Excel, or PDF format, and must not be locked. Offerors are strongly cautioned against including website links or imbedded documents in the Proposal; LC State will not be responsible for the RFP Lead or any evaluator’s failure to consider information outside of or imbedded in the Proposal.

# **Mandatory Submission Requirements**

The proposal begins with the mandatory items identified in this list and the following sections. **NOTE: THIS CHECKLIST IS PROVIDED AS A COURTESY ONLY; OFFERORS ARE RESPONSIBLE FOR SUBMITTING ALL MANDATORY SECTIONS, ATTACHMENTS, SUBMITTAL ITEMS, ETC., REGARDLESS OF WHETHER THEY ARE IDENTIFIED IN THIS LIST.**

**See section 4 for Proposal Format requirements.**

(M) Cover Form: Complete, sign, and submit **Attachment 3, Cover Form.** All Proposals must be submitted with the completed and signed Attachment 3, Cover Form.

(M) Acknowledgement of Amendments: If the RFP is amended, the Offeror must acknowledge each amendment with a signature on the acknowledgement form provided with each amendment. Failure to return a signed copy of each amendment acknowledgement form with the Proposal may result in the Proposal being found non-responsive. See IDAPA 38.05.01.52.

**Section 6**: Provide response to all (M) and (ME) sections, and any other required submittal items.

**Section 7**: Provide response to all (M) and (ME) sections, and any other required submittal items.

**Section 8**: Provide response to all (M) and (ME) sections, and any other required submittal items.

(ME) **Section 9** **Cost Proposal**: Provide your cost information on the form provided in Attachment 4.

(M) **Executive Summary:** Include an executive summary in the Technical Proposal, providing a condensed overview of the contents of the Technical Proposal that demonstrates an understanding of the services to be provided.

(M) Redacted copy of Proposal and list of Trade Secret redactions, as detailed in **Section 3, if applicable.**

Review the required types and levels of insurance—these are mandatory requirements. If you do not already have the required types and levels of insurance, you are **strongly encouraged** to contact your insurance representative to find out if you will be able to obtain the required insurance. (The Offeror should not purchase additional insurance in reliance of being awarded a contract). If you are awarded a Contract, failure to provide proof of the required insurance will be grounds for termination of the Contract.

# **Business Information**

## (ME) Experience

Describe in detail your knowledge and experience in providing services similar to those required in this RFP. If possible, include a list of higher education institutions where you have provided similar services in the past 5 years. If your company has limited higher education experience, list experience that is as similar as possible.

## (ME) References

Provide contact information for three (3) references. LC State prefers to receive references from higher education institutions. If you have limited references from higher education, ask for references from entities as similar to higher education as possible. LC State reserves the right to contact your references by phone and/or email; and to contact other entities with whom your firm has done business, whether or not they were provided as a reference.

## (M) Business Profile

Provide a profile of your business including Offeror’s business history, description of current service area, and customer base.

## (M) Organizational Chart

Provide a copy of your organizational chart, including detail of any relationships with parent and subsidiary organizations.

## (ME) Demonstrated Success

Provide specific data demonstrating prior success with clients, preferably similar in institution size and demographics to LC State.

## (E) Customer Satisfaction

Provide up to 5 years of customer feedback as well as a summary of how your company utilizes that feedback to improve services.

# **Organization and Staffing**

Describe your qualifications to successfully complete the requirements of this RFP by providing a

detailed response to the following:

## Key Personnel (M)

### Provide a list of key management, customer service, and other personnel, and their qualifications to be used in the fulfillment of this contract.

## (M) Subcontractors

### If you intend to utilize subcontractors, describe the extent to which they will be used to comply with Contract requirements. Include each position providing service and provide a detailed description of how the subcontractors are anticipated to be involved under the Contract. Include a description of how the Offeror will ensure that all subcontractors and their employees will meet all Scope of Work requirements. NOTE: The information provided for subcontractors, if any, will be evaluated as part of Section 7.1, Key Personnel.

### If you do not intend to utilize subcontractor(s), provide a statement to that effect.

# **Scope of Work AND DELIVERABLES**

**All sections of the Scope of Work are required contract services.** This proposal outline is to be used in response to the RFP. Evaluators will be scoring the proposal based on the methodologies proposed and the completeness of the response to each item listed below. Offeror’s must describe in detail how each requirement will be met. Requirements are marked (M) or (ME) below. Offer should include personnel, proposed timelines, methodologies, and any pertinent information that will be required from the college in order to achieve full compliance with all tasks and deliverables.

## (ME) General Requirements

The contractor shall provide full-service print production and delivery of the following Admissions publications. Quantities may change slightly over the project and will be communicated to contractor by date identified in Section 8.2 Timeline.

### **Teaser**

#### 4 pages + cover

#### Finished size: 8.5” x 8.5”

#### Finishing: folded and saddle stitch

#### Cover: 100# Dull cover

#### Guts: 100# gloss text

#### Quantity: 16,000

### **College Fair Handout**

#### 1 page

#### 100# gloss cover

#### 10” x 10” card stock, double sided, and possible die-cut. Confirmation of die-cut to be communicated to the contractor by date identified in Section 8.2 Timeline.

#### Quantity: 4,000

### **Viewbook**

#### 12 pages + cover

#### Finished size: 8.5” x 11” horizontal, not vertical

#### Finishing: folded and saddle stitch

#### Cover: 100# gloss cover

#### Guts: 100# gloss text

#### Quantity: 12,000

### **Poster**

#### Size: 18” x 24”

#### Folded – quad fold 9” x 12”

#### 100# gloss text

#### Quantity: 400

### **Parents’ Guide in Spanish**

#### 1 page

#### Size: 8.5” x 14”

#### Finished size: quad fold 3.5” x 8.5”

#### Cover: 100# gloss text

#### Quantity: 600

### **Transfer/Adult Learners**

#### 8 pages + cover

#### Finished size: 8.5” x 8.5”

#### Finishing: folded and saddle stitch

#### Cover: 100# gloss cover

#### Guts: 100# gloss text

#### Quantity: 2,500

### **Residence Life Brochure**

#### 8 pages

#### Finished size: 5.5” x 8.5”

#### Finishing: folded and saddle stitch

#### Cover: 100# gloss cover

#### Guts: 100# gloss text

#### Quantity: 13,000

### **Coeur d’Alene Brochure**

#### 12 pages

#### Finished size: 5.5” x 8.5”

#### Finishing: folded and saddle stitch

#### Cover: 100# gloss cover

#### Guts: 100# gloss text

#### Quantity: 500

### **Coeur d’Alene Recruitment Flyer**

#### 1 page

#### Finished size: 8.5” x 11”

#### Cover: 100# gloss text

#### Quantity: 750

## (ME) Timeline

#### LC State will provide digital files to contractor by July 19th, 2024.

#### Contractor to provide digital and physical proofs to LC State by July 26th 2024. LC State will approve proofs and confirm quantities within five (5) to seven (7) days.

#### Contractor to deliver all finished pieces to LC State at the following address by August 23rd 2024.

LC State Admissions

Reid Hall Bldg, Room 114

500 8th Ave

Lewiston, ID 83501

## (ME) Packaging

Contractor must pack in boxes no larger than 9" x 12" x 14”. Final packaged box should weigh less than 25 lbs. Name of piece and box quantity should be marked on box.

## (ME) Support

Provide phone and email support during the hours of 8:00 AM to 5:00 PM Pacific Time.

## (ME) Equipment

### Provide an equipment list (manufacturer, type, age) that is relevant to your company’s ability to fulfill the requirements of the RFP. All equipment must be well-maintained and in optimal working condition.

## (ME) Samples

### Provide at least five (5) total samples of recent, comparable work, including full color brochure, full color flyer, and a die-cut piece.

# **Cost Proposal**

**(ME)** **Cost Proposal:** Use Attachment 4 to respond to the Cost Proposal of this RFP. Do not alter the format of the attachment. Doing so may cause your proposal to be found nonresponsive. Offerors must provide fully-burdened rates which must include, but not be limited to, travel costs, administrative costs, and all other work that will be required to meet the scope of work in this RFP.

# **Proposal Review, Evaluation, and Award**

## Overview

The objective of LC State in soliciting and evaluating Proposals is to ensure the selection of a firm or individual that will produce the best possible results for the funds expended.

### All Proposals will be reviewed first to ensure that they meet the Mandatory Submission Requirements of the RFP as addressed in Sections noted with an (M). Any Proposal(s) not meeting the Mandatory Submission Requirements will be found non-responsive.

* 1. **Technical Proposal**
     1. The Technical Proposal will be reviewed first on a “pass” or “fail” basis to determine compliance with those requirements listed in the RFP with an (M) or (ME). All Proposals which are determined by LC State, in its sole discretion, to be responsive in this regard will continue in the evaluation process outlined in this Section.
     2. The Technical Proposals that pass will be evaluated and scored by a Proposal Evaluation Committee.
     3. The criteria described in the Evaluation Criteria section will be used to evaluate and score the Proposals for the purpose of ranking them in relative position based on how fully each Proposal meets the requirements of this RFP. Particular emphasis will be placed on the Offeror’s understanding of the RFP, quality of product/service, and the description of how the activities will be performed.
     4. The scores for the will be normalized as a whole, or by category, at LC State’s sole discretion. Except cost, the Proposal with the highest raw score will receive all available points in total or by category total. Other Proposals will be assigned a portion of the maximum available points, using the formula:

(Raw score of Proposal being evaluated / highest raw score) x total possible points.

* 1. **Demonstration**
     1. LC State may invite several top scoring Offerors to provide a Demonstration. These Offerors may be asked to make Demonstrations to show the evaluation committee how their proposal meets the requirements in this RFP. All expenses associated with this part of the evaluation are the responsibility of the Offeror.
     2. Demonstrations will be evaluated and scored by a Proposal Evaluation Committee. LC State may request multiple Demonstrations if further clarification is needed. The demonstration becomes an official part of the response. LC State will utilize “Evaluated” and/or “Pass/Fail” demonstrations, as described below.
        1. **(E)** Evaluated Demonstrations - At the discretion of the college, several of the highest-scoring Offerors may be contacted to give an overview/Demonstration of their service and respond to questions. (Evaluation of the Demonstrations may result in adjustment of points awarded in the Business and Scope of Work Proposals, as the evaluation committee deems appropriate.) Failure to successfully demonstrate functions of the service listed as mandatory in this RFP may result in rejection of the proposal. LC State may request multiple demonstrations from the several top scoring Offerors.
        2. **(E)** Pass/Fail Demonstration - Alternatively, the college reserves the right to require an overview/Demonstration of only the top-scoring Offeror. If this option is chosen, the evaluation is strictly Pass/Fail for the apparent successful Offeror. If the apparent successful Offeror fails, then the next highest-scoring Offeror will be considered the apparent successful Offeror and the Demonstration process may be repeated.
        3. For those Proposals meeting mandatory requirements and making it to the Demonstrations, the total evaluation points will be summed with the cost points and Demonstration points, and the Proposals will be ranked by final total score.
     3. Pricing will be evaluated using a cost model that offers LC State the best possible value over the initial term of the Contract. Cost evaluation will be figured by applying the Offeror supplied costs from the Cost Proposal Attachment 4 to LC State’s estimated usage, as applicable. Award will be to the responsive, responsible Offeror whose Proposal receives the highest number of points in the respective category.
     4. The scores for the Cost Proposal will be normalized as follows: The Proposal with the lowest overall total cost proposed will receive all the cost points as assigned in the Evaluation Criteria below. Other Proposals will be assigned a portion of the maximum score using the formula:

Lowest Cost / Other Proposal cost x total possible cost points.

* 1. **Evaluation Criteria**

Step 1: Technical Proposal

Mandatory Submission Requirements Pass/Fail

Business Information (Section 6) 200 points

Organization and Staffing (Section 7) 100 points

Scope of Work (Section 8) 700 points

**Step 1 Total 1000 points**

Step 2: Presentation/Demonstration **N/A**

**Step 2 Total N/A**

Step 3: Cost Proposal (Section 9) 200 points

**Grand Total Points** **1200 points**

* 1. **General** 
     1. LC State reserves the right to conduct interviews with all or some of the Offerors at any point during the evaluation process; however, the college may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria.
     2. The college reserves the right to accept or reject any or all proposals, waive any informalities or minor technical inconsistencies, or delete any item-requirement(s) from this RFP or resulting Contract when deemed to be in the college's best interest. Representations made within the proposal will be binding on responding Offerors. The college will not be bound to act by any previous communication or proposal submitted by the Offerors other than this RFP.
     3. Negotiations with Select Offerors - at LC State’s sole option and discretion, the college may discuss and negotiate all elements of the proposals submitted by one or more selected Offerors whose proposals are within a competitive range determined by the college.
  2. **Responsibility**
     1. Pursuant to IDAPA 38.05.01.081, the RFP Lead may, in LC State’s sole discretion require the apparent high point Offeror to provide documentation to demonstrate its responsibility. The RFP Lead may request documentation including, but not limited to, credit or financial reports, and references. Failure to provide requested documentation may result in the Offeror being deemed non-responsible. Nothing herein shall prevent LC State from using other means to determine Offeror’s responsibility.
  3. **Revision of Proposals**
     1. After submission of a proposal but before the final selection of the successful proposal is made, LC State may select one or more Offerors to revise their respective proposals in order to obtain the best and final offers of such proposal.
     2. In the event, representations made by an Offeror in its revised proposal, including price, scope and consideration quotes, will be binding on the Offeror.
     3. LC State will provide each selected Offeror within the competitive range an equal opportunity for discussion and revision of its proposal.
  4. **Determination of Successful Offeror**
     1. LC State may make the selection of the successful proposal based on the proposals initially submitted, without discussion, clarification or modification. In the alternative, college may make the selection of the successful proposal based on negotiation with any of the Offerors.
     2. LC State is not obligated to select the Offeror offering the most attractive economic terms if that Offeror's proposal is not the most advantageous to the college overall, as determined by the college.
     3. LC State will maintain in its files concerning this RFP, a written record of the basis upon which a selection, if any, is made by the college.
  5. **Award**

LC State will award a contract(s) to the high point responsive responsible offeror(s), or whatever is in the best interest of the college.

* + 1. LC State makes no warranty or guarantee that an award will be made as a result of this RFP.
    2. The Offeror(s) deemed to be fully qualified and best suited among those submitting written proposals and/or presentations/demonstrations will be identified based on the evaluation factors stated throughout the response instructions and specification sections. Negotiations may be conducted with any or all Offerors. After negotiations are completed with Offerors, LC State shall select and notify the Offeror(s) which has, in LC State’s opinion, made the best proposal, and award the contract to take effect on the dates negotiated with Offeror(s). LC State reserves the right to judgment concerning quality of service and the Offeror's capability to service the agreement.
    3. Affiliated Institution - Any State of Idaho public higher education institution ("Affiliated Institution") may elect to utilize the Award from this RFP to purchase goods or services from the Awarded Offeror. In the event of such election, the Affiliated Institution agrees to be bound by the terms of this Contract as if it were an original party hereto.
    4. LC State will use commercially reasonable efforts to avoid public disclosure of the contents of a proposal prior to selection of the Offeror.
  1. **Rejection of Proposals**

LC State reserves the right to (i) enter into an Agreement for all or any portion of the requirements and specifications set forth in this RFP; (ii) reject any and all proposals and re-solicit proposals; or (iii) reject any and all proposals and temporarily or permanently abandon this selection process, as the college deems to be in the best interests of the college.

# **ATTACHMENT 1 – OFFEROR QUESTIONS**

**Print Services**

**RFP #24-0603**

**Instructions:**

DO NOT IDENTIFY OFFEROR’S NAME OR COMPANY’S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN RESPONSES.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the RFP section number that the question is for in the “RFP Section” field (column 2). If the question is a general question not related to a specific RFP section, enter “General” in column 2. If the question is in regards to a Term and Condition or a Special Term and Condition, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example “Attachment 1”) in the “RFP Section” (column 2), and the attachment page number in the “RFP page” field (column 3).
3. Do not enter text in the “Response” field (column 5).
4. Once completed, this form is to be e-mailed per the instructions in the RFP. The e-mail subject line should reference RFP number followed by “Questions.”

**Print Services**

**RFP #24-0603**

| **Question** | **RFP Section** | **RFP Page** | **Question** | **Response** |
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# **ATTACHMENT 2 – MODIFICATION AND EXCEPTION FORM**

**Print Services**

**RFP #24-0603**

**Instructions:** Complete this form and submit with your RFP submittal if you are proposing modifications or taking exception to any of the requirements, terms, or conditions included in the RFP, including any documents incorporated by reference (such as the Standard Contract Terms and Conditions.) See RFP **Section 2.3** for a full explanation of the process surrounding Offeror-proposed modifications and exceptions.

Offerors must specifically address any and all proposed modifications and exceptions. Blanket requests to negotiate requirements, terms, or conditions will not be considered. Offerors must provide an explanation as to why the requirement, term, or condition should be considered non-material. Offeror must also provide a reason for the proposed modification or alternative language, specifically addressing the issues itemized in RFP **Section 2.3.**

The determination of materiality will be made at LC State’s sole discretion. Non-material modifications or exceptions may be negotiated with the apparent successful Offeror, at the discretion of LC State, and as otherwise provided in RFP **Section 2.3**.

|  |  |  |  |  |
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| RFP Section | RFP Requirement, Term, or Condition | Reason Requirement, Term, or Condition Should be Considered Non-Material | Proposed Modification, Alternative, or Exception | Reason for Proposed Modification, Alternative, or Exception |
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# **ATTACHMENT 3 – COVER FORM**

**Print Services**

**RFP #24-0603**

**(M) Attachment 3, Cover Form must be completed, signed, and submitted with your Proposal.** Failure to complete and submit this form may result in your Proposal being deemed non-responsive.

**Instructions:** The Proposal must include a signed copy of this cover form. Copy and paste this form onto your company letterhead, or include the following information: Offeror’s company name, mailing address, phone number, fax number, e-mail address, and name of Offeror’s authorized signer. The cover form must include the RFP Number and Title and must be signed by an individual authorized to commit the Offeror to the contents of the Proposal.

|  |  |
| --- | --- |
| **Requirement** | **Response** |
| Offeror’s corporate or other legal entity status | Corporation  Limited Liability Corporation (LLC)  Limited Liability Partnership  Sole Proprietorship  Other (specify) |
| Offeror’s Tax Identification Number | EIN: |
| Offeror’s DUNS Number | DUNS: |
| Is Offeror a legal entity with the legal right to contract? | Yes  No |
| Other than modifications/exceptions identified on Attachment 2, in compliance with Section 2.2of this RFP, does Offeror accept, and is Offeror willing to comply with, the requirements of this RFP and attachments, including but not limited to LC State’s Standard Terms and Conditions at <https://www.lcsc.edu/purchasing/vendors>. | Yes  No |
| Is Offeror in compliance with applicable equal employment regulations? | Yes  No |
| Does Offeror affirm that it has not employed any company or person other than a bona fide employee working solely for the Offeror or a company regularly employed as its marketing agent, to  solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Offeror or a company regularly employed by the Offeror as its marketing agent, any fee, commission, percentage, brokerage fee, gifts or any other consideration  contingent upon or resulting from the award of this contract? | Yes  No |
| Does Offeror understand and agree that for breach or violation of the above term, LC State has the right to annul the contract without liability or, in its discretion, to deduct from the offered price the amount of any such fee, commission, percentage, brokerage fee, gifts, or contingencies. | Yes  No |
| Firm(s) and/or staff responsible for writing the Proposal | Names: |
| Does Offeror affirm that it is not currently suspended, debarred, or otherwise excluded from federal or state procurement and non-procurement programs?  Note: vendor information is available at <https://sam.gov>. | Yes  No |
| Does the Offeror affirm that the proposal will be firm and binding for one hundred twenty (120) days from the proposal opening date and through the duration year one (1) of the contract? | Yes  No |
| Does Offeror warrant that it does not knowingly and willfully employ persons who cannot legally work in this country; and that Offeror takes steps to verify that it does not hire persons who have entered our nation illegally or cannot legally work in the United States; and that any misrepresentation in this regard or any employment of persons who have entered our nation illegally or cannot legally work in the United States constitutes a material breach and will be cause for the imposition of monetary penalties up to five percent (5%) of the Contract price, per violation, and/or termination of the Contract? | Yes  No |

Signed By:

Printed Name:

Date:

# **ATTACHMENT 4 – COST PROPOSAL**

**Print Services**

**RFP #24-0603**

**(ME) Attachment 4, Cost Proposal must be completed and submitted with your Proposal.** The Offeror must provide a fully burdened rate which must include, **but not be limited to**, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, travel, profit, mailing, postage, and supplies. LC State must not be liable to the Offeror for any expenses Offeror pays or incurs unless otherwise agreed to in writing by LC State. Except as set forth in the Agreement, the Offeror must supply, at its sole expense, all staffing, equipment, tools, materials, and supplies to accomplish the services to be performed pursuant to the Contract.

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| --- | --- | --- | --- | --- |
| **Description** | **Cost Per Piece** | **Quantity\*** | **Unit of Measure** | **Fully burdened Cost** |
| Teaser | $ | 16,000 | Piece | $ |
| College Fair Handout | $ | 4,000 | Piece | $ |
| Viewbook | $ | 12,000 | Piece | $ |
| Poster | $ | 400 | Piece | $ |
| Parents’ Guide in Spanish | $ | 600 | Piece | $ |
| Transfer/Adult Learners | $ | 2,500 | Piece | $ |
| Residence Life Brochure | $ | 13,000 | Piece | $ |
| Coeur d'Alene Brochure | $ | 500 | Piece | $ |
| Coeur d’Alene Recruitment Flyer | $ | 750 | Piece | $ |
| Total Cost | | | | $ |

\*Actual quantities may vary over or under stated amounts, by approximately 10%. Final quantities will be communicated to contractor by date identified in Section 8.2 Timeline.

Company Name: \_

Signed By:

Printed Name:

Date: