

Economic Growth Region 6 Workforce Investment Board

*Providing oversight to Eastern Indiana WorkOne offices serving
Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne Counties*

Printing, Graphic Design and/or Layout & Production

Request for Proposal (RFP)

Summary: Economic Growth Region 6 Workforce Investment Board (EGR 6 WIB) is an Indiana not-for-profit 501(c)(3) tax exempt organization which will function as Fiscal Agent, One Stop Operator and Service Provider for the Region's eight WorkOne Centers in the nine county Economic Growth Region 6 (EGR 6). The counties included in EGR 6 are; Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne. There is a WorkOne office in every county with the exception of Union County.

The purpose of this Request for Proposal (RFP) is to identify a contractor(s) which will be used during the upcoming year, July 1, 2011 through June 30, 2012, with the possibility of an extension through June 30, 2013, for printing, graphic design, layout & production services as named in this RFP.

The selected contractor(s) will be responsible for:

- Design and modification of design as requested by EGR 6 WIB.
- Production, Layout and Printing projects/items within determined time frame.

RFP issue date June 1, 2011
Proposal due date June 20, 2011, 10:00AM EST

Economic Growth Region 6 Workforce Investment Board is an equal opportunity employer and will comply with all applicable nondiscrimination and equal opportunity provisions and laws.

RFP issued by: Economic Growth Region 6 Workforce Investment Board

Telephone: 765-282-6400, extension 113
Fax: 765-282-6411
E-mail: tdishman@asgcorp.org
Contact: Tracy Dishman
ISSUE DATE: June 1, 2011

BACKGROUND: Economic Growth Region 6 Workforce Investment Board (EGR 6 WIB) is an Indiana not-for-profit 501(c)(3) tax exempt organization which will function as Fiscal Agent, One Stop Operator and Service Provider for the Region's eight WorkOne Centers in the nine county Economic Growth Region 6 (EGR 6). The purpose of this RFP is to identify a vendor(s) and develop cost projections related to the printing and reproduction of printing materials based upon cost projections for the desired services and to complete the identified work as well as additional printing/design needs as identified throughout the coming year.

Services Desired:

The purpose of the specifications in this RFP is to allow for the comparison and selection of a contractor(s) based upon a common set of criteria. Nothing in this RFP shall prohibit EGR 6 WIB from changing the specifications for a product once a selection is made.

Vendors may quote on design only, layout/production only, printing only or a combination.

Please prepare a separate quote for each of the following:

- Yearly calendar, envelope and letter with design, layout/production and delivery cost
- Business cards with design, layout/production and delivery cost
- Letterhead with design, layout/production and delivery cost
- Envelopes with design, layout/production and delivery cost
- Notepads with design, layout/production and delivery cost
- Notecards/Thank You cards and envelopes with design, layout/production and delivery cost
- Posters with design, layout/production, mounting and delivery cost
- Postcards with design, layout/production and delivery cost
- Flyers with design, layout/production and delivery cost
- Brochures with design, layout/production and delivery cost
- Job Seeker Handbook
- General Graphic Design rates/rate card
- General Layout/Production rates/rate card

Proposal Package Content

Proposal Cover Sheet:

Complete Proposal Quote Sheet.

Narrative:

1. Provide who is the single point of contact for vendor communication and all of their contact information.
2. Provide three references including name of company, contact, phone number, email address, and street address.
3. Provide turn-around time for each item proposed based upon calendar days. i.e. delivery within 10 calendar days of approval of final proof.
4. Describe similar contracts you have been awarded, your products produced, and overall experience which makes your firm the best contractor for this work.
5. Please specify your hourly rate for design and layout/production work.

Contract Period:

- July 1, 2011 through June 30, 2012. Upon satisfactory performance the contract award(s) may be extended for one additional year.

Proposal Requirements:

- Questions regarding this RFP may be addressed to Tracy Dishman by e-mail at tdishman@asgcorp.org through June 10, 2011. Questions and Answers will be posted on the web site at Work-One.org/index/eirwb/downloads.asp not later than 12:00 noon on June 13, 2011. No other RFP question or clarification sources are recognized.

General Instructions:

1. All proposals must be legibly printed or typed in not less than a 12 pitch font size and be double spaced.
2. Number each page of your proposal 1 of __. One original, unbound, signed copy of your proposal and three unbound copies of your proposal must be received at Economic Growth Region 6 Workforce Investment Board no later than 10:00 A.M. EST on Monday, June 20, 2011 to:

For Delivery by U.S. Postal Service:

Economic Growth Region 6 Workforce Investment Board
Attn: Printing Proposal
PO Box 1856
Muncie, Indiana 47308

For Electronic Delivery: sgoodman@asgcorp.org . Enter subject line as, "Printing RFP".

For Ground Delivery:

Economic Growth Region 6 Workforce Investment Board
Attn: Printing Proposal
122 E. Main Street
Muncie, Indiana 47305

3. Acceptance of late proposals will be at the option of Economic Growth Region 6 Workforce Investment Board.
4. FAX proposals will not be accepted.
5. Electronic proposals are acceptable; however the respondent is responsible to assure it is received and is compatible with EGR 6 WIB software.
6. EGR 6 WIB staff will review the submitted proposals and determine the contractor(s).
7. Considered proposals may be refined and finalized. Respondents whose proposals are not selected will be notified.

Review of the Proposal(s):

- A team of EGR 6 WIB staff will review the proposals and make a recommendation for contracting. Respondents may be asked to attend a meeting between the days of June 21 – June 27, 2011 to present and/or answer questions about their proposal. Both the proposal and meeting (if held) will be considered in the selection process. Award decision(s) is expected by 12:00 noon on June 30, 2011.

Evaluation Criteria:

Proposals will be evaluated using the following criteria:

- | | |
|--|-----|
| 1. Inclusion of required information | 10% |
| 2. Cost effectiveness and turn around time | 55% |
| 3. Prior experience in providing similar services from references. | 35% |

Conditions of the Proposals:

1. EGR 6 WIB reserves the right to accept or reject any and all proposals submitted, to negotiate with all qualified respondents, or to cancel in whole or in part this RFP if deemed in EGR 6 WIB's best interest to do so.
2. EGR 6 WIB may change the provisions of this request at any time before the execution of the contract if EGR 6 WIB decides that changes are in its best interest.
3. Vendor understands that submitted proposals become part of EGR 6 WIB's official solicitation file without obligation.
4. Issuance of this Request for Proposal does not commit Economic Growth Region 6 Workforce Investment Board to award a contract or to pay costs associated with proposal preparation.
5. EGR 6 WIB will not answer any questions regarding this RFP after the proposal has been issued. Please refer to section "Proposal Requirements" on page 3 of this RFP.

Complaints:

Bidders, who are not satisfied with EGR 6 WIB Inc.'s decision, may file a Regional Level Complaint. That process is described in Economic Growth Region 6 Workforce Investment Board Grievance Procedures. To access this procedure please contact:

Chief Executive Officer
Economic Growth Region 6 Workforce Investment Board.
PO Box 1856
Muncie, Indiana 47308
(765) 282-6400, ext 102

PROPOSAL QUOTE SHEET

Download this Proposal Quote Sheet from the Download section of
 www.Work-One.org/index/eirwb/downloads.asp
 Attach additional sheets if needed.

Economic Growth Region 6 Workforce Investment Board
Printing, Graphic Design and/or Layout & Production RFP
Proposal Quote Sheet

Name of Company: _____
 Company Contact Name: _____
 Address: _____
 Phone: _____ Fax: _____ Email: _____

*Note: Vendors may quote on design only, layout/production only, printing only or a combination.

Project	Printing Cost	Graphic Design Cost	Layout/Production Cost	Delivery Cost to EGR6WIB	Turn Around Time Once Approved	Comments
1 Calendar: 3,000						
2 Calendar Envelope: 3,000						
3 Calendar Letter: 3,000						
4 Business Cards: 250						
5 Business Cards: 500						
6 Business Cards: 1,000						
7 Forms						
8 Letterhead						
9 Envelopes						
10 Notepads						
11 Notecards/Thank You cards						
12 Notecard envelope						
13 Posters: 22 x 28 unmounted						
14 Posters: 22 x 28 mounted						
15 Postcards						
16 Flyers						
17 Brochures						
18 Job Seeker Handbook						
19 General Graphic Design Ratecard						
20 General Layout/Production Ratecard						

Return to: Economic Growth Region 6 Workforce Investment Board
 Stephanie Goodman
 122 E. Main Street, PO Box 1856
 Muncie, Indiana 47308
 Or E-mail: sgoodman@asgcorp.org

 Signature Date

Name and Title: _____
 Typed or Printed

PRINTING, GRAPHIC DESIGN AND PRODUCTION SERVICES AND REQUIREMENTS

1. Calendars: 3,000

- 13 month calendar beginning with January 2012 through January 2013.
- Three 8 ½ x 11” panels printed on 80# dull cover for all three panels.
- Calendar pages printed on 60# white offset paper.
- Bindery: Fold calendar pages, collate, GBC punch back & pages together, carton pack
- Top panel will have an eyelet hanger in center for hanging.
- Top panel will feature a camera-ready logo. The logo is two colors that would be printed on the top panel only along with the 8 county office addresses and phone numbers. Economic Development Agencies and Chambers of Commerce phone numbers and e-mail addresses will be listed.
- Second panel will include prior and upcoming months. The second panel pages will be approximately 8 ½ x 10 ¼” to allow frequently called numbers tab to show that will be printed directly on the second panel cover.
- Third panel will feature the 12 months of 2012 plus the first month of the year 2013. The WorkOne logo will be a watermark in the center of each calendar page. There will be a star symbol on each day that a state holiday is observed and will have “CLOSED” printed on that day.

2. Calendar envelope: 3,000

- 10 x 13 envelope on white wove 70#, 2 color

3. Calendar letter: 3,000

- Three color on 70# royal linen white

4. Business Cards

- Two color business cards on 80# opaque color print size 3 ½ x 2”.
- Thermography finish.
- Provide prices for the quantity listed on proposal cover sheet.

5. Forms: 1,000

- Printed on yellow 20# 8 ½ x 11” paper with EGR 6 WIB logo printed in black.

6. Letterhead: 10,000

- Printed on 8 ½ x 11” 70#, 96 bright with two color logo.

7. Envelopes: 10,000

- Business size 10, 20#
- Without window and two color logo.

8. Note Pads: 3,000

- Size 4 ¼ x 7” with two color logo.
- Padded Note Pads with chipboard backing
- 50 sheets each pad, 20# bright white

9. Note cards and Envelopes: 500 of each

- Note cards:
 1. Size 4 ¼ x 7” with two color logo.
 2. 80# cover, bright white
- A-2 envelopes:
 1. 60# Wove white

10. Posters

- 22” x 28” on poster paper: unmounted
- 22” x 28” on poster paper: mounted to foam core

11. Postcards: 3,000

- 4 color front and back
- Coated gloss cover
- 100# cover stock

12. Flyers: 30,000

- 8.5 x 11
- 70# Accent Text
- 4 color

13. Brochures: 30,000

- 4 color
- Trim size: 8.5 x 11
- Folded size: 3.67 x 8.5
- Coated gloss
- 70# Accent Text

14. Job Seeker Handbook: 3,000

- 5.5 x 4.25, 16 pages
- Front & Back cover: 100# coated dull cover
- Inside pages: 70# Accent Text
- Folded, saddle stitched, trim

15. General Graphic Design hourly rates/rate card

16. General Layout/Production hourly rates/rate card

17. Indiana Department of Workforce Development Style Guide may be accessed at the following URL for guidance and logo information:

http://www.in.gov/dwd/brandportal/assets/promotional/styleguide/Style_Guide.pdf

18. Proofs are required before printing begins on all materials/projects.

19. Ownership of source files and intellectual property belongs exclusively to EGR 6 WIB, Inc. and will be provided to the Marketing Director in electronic format on CD:

- **All final design, layout/production files will be provided in a high resolution .pdf document**
- **All final design, layout/production files will be provided on a CD in a format that can be read in PC-based, Adobe Suite software.**

20. An itemized invoice(s) shall be provided to EGR 6 WIB for payment within 10 business days of product delivery.

21. EGR 6 WIB expects workmanship to meet minimum quality standards, i.e. appropriate color, clarity, accuracy, etc. EGR 6 WIB will not accept a product published if it contains errors that were previously noted by EGR 6 WIB for correction.

Interested respondents may call EGR 6 WIB reception at (765) 282-6400, ext. 101 to schedule an appointment between 8:00am – 4:30pm, June 6 – 10, 2011 to review existing products.