



## **REQUEST FOR PROPOSAL**

### **For: Marketing Collateral Printing Services**

The Rhode Island Commerce Corporation (“the Corporation”) is soliciting Request for Proposals from print shops to regularly fulfill requests from the Corporation for printed marketing materials.

#### **Corporation’s Intent:**

The Corporation increasingly sees a need for on-demand printing at predictable prices. To minimize turnaround time and maximize efficiency, the Corporation would like to establish a purchasing agreement with several, reliable print shops to address this need.

#### **Background**

The Corporation is the state’s sole economic development authority, working with businesses large and small, within the state and outside, to drive the state’s economy forward, provide solutions for business challenges and increase quality of life for every resident. A large part of fulfilling this mission is selling our state to outside companies and enticing them to set up shop in Rhode Island. To accomplish this, the Corporation is going through a statewide business and tourism attraction rebranding, which will elicit a need for a number of printed marketing collateral pieces.

#### **Project Goals**

The Corporation hopes to retain, in the form of an annual purchasing agreement, several print shops who can fulfill the Corporation’s printing needs, including all manner of collateral pieces. The chosen vendors will need to show a record of reliability and quality, the ability to meet tight deadlines, and competitive pricing.

#### **Scope of Work**

The Corporation is requesting that proposals contain the following:

1. Pricing for the following printed materials in full color (minimum order of 10, except for banners):
  - a. Roll-up banner stands
    - i. 11"x17"
    - ii. 23.5"x83.25"
  - b. Large-format vinyl banners (include commonly requested sizes and cost)
  - c. Post cards (double-sided)

- i. Coated
    - ii. One-side coated
  - d. Rack cards (double-sided)
  - e. Flyers (8.5"x11")
    - i. Single-sided
    - ii. Double-sided
    - iii. 80# text glossy and matte options
  - f. Brochures (8.5"x11" flat; 8.5"x33" flat, tri-folded to 8.5"x11" finished)
    - i. Double-sided
    - ii. Single-fold and tri-fold
    - iii. 80# semi-gloss cover
    - iv. 100# text
  - g. Booklets (8.5"x11", portrait and landscape orientations, cover and text stock weights)
    - i. Binding options: (a) saddle-stitch, (b) GBC, (c) perfect binding
  - h. General pricing guides for 80# and 100# text and cover stock in matte, semi-gloss, and glossy; single and double-sided; with options for folding and binding. Generally working from 8.5"x11" or 11"x17" both portrait and landscape orientations.
- 2. Applicable quantity discounts
- 3. Minimum turnaround time for each item above with any additional fees for rush services
  - a. The Corporation often requires print jobs within hours and will give preference to vendors who have the availability and capacity to complete these jobs.
- 4. Is printing completed in-house or by a third-party/separate location?
- 5. Delivery fees and area
  - a. The Corporation will give higher merit to those vendors providing complimentary delivery service.
- 6. Scope of in-house design services to create and edit files and any additional fees for these services
- 7. Process for requesting/submitting projects

8. Name and contact information of the person through whom the Corporation can work to manage projects
9. Memberships and/or certifications\*
10. Three (3) copies of the following collateral sample ([http://commerceri.com/wp-content/uploads/2016/06/Messe\\_Trifold\\_FIN.pdf](http://commerceri.com/wp-content/uploads/2016/06/Messe_Trifold_FIN.pdf)) as well as your in-house sample packet.

All pricing provided by the chosen vendor(s) will be eligible for renewal one year from the date of the award.

**Criteria for Selection**

Proposals will be evaluated on the ability to meet all of the requirements under the above-stated scope of work. The Corporation maintains the ability to select the most responsive bidder(s), not based solely on cost.

EVALUATION CRITERIA

Description	Percentage
Ability to complete stated scope	40%
Quality of printed sample	20%
Pricing	20%
Reliability	20%
Total	100%

**\*Notifications:**

- Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). **This is a requirement only of the successful contractor.**

### Administrative Proposal Elements

1. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
2. A disclosure of all outstanding financial obligations with the State of Rhode Island.
3. The Commerce Corporation will not provide any reimbursement for any cost associated with the development or presentation of a proposal.

Responses to this RFP are due **Friday, July 8, 2016 by 2:00 p.m.** One (1) electronic (PDF) version and five (5) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation  
Attn: Marketing Collateral Printing Services RFP  
Iron Horse Way, Suite 101  
Providence, RI 02908

An electronic copy (PDF) of the complete proposal must also be submitted to [commteam@commerceri.com](mailto:commteam@commerceri.com).

**Note: No phone calls and late responses will not be accepted and responses received via electronic submission only will be disqualified.**

Questions, interpretations or clarifications concerning this RFP should be directed by e-mail to: [commteam@commerceri.com](mailto:commteam@commerceri.com) no later than 4:30 p.m. on Wednesday, June 22, 2016. Responses to questions, interpretations or clarifications concerning this RFP will be posted online via addendum at [www.commerceri.com](http://www.commerceri.com) and [www.purchasing.ri.gov](http://www.purchasing.ri.gov) by Friday, June 24, 2016, to ensure equal awareness of important facts and details.

Rhode Island Commerce Corporation reserves the right to reject any or all bids for not complying with the terms of the request for proposal. Rhode Island Commerce Corporation also reserves the right to negotiate with the selected bidder in the event that the lowest responsive and responsible bid price exceeds available funds.

*The Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.*