



**Solicitation Information
August 20, 2014**

RFP# 7548963

**TITLE: ARRA –RHODE ISLAND EARLY LEARNING AND DEVELOPMENT STANDARDS
PRINTING**

Submission Deadline: Wednesday, September 17, 2014 at 3:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than **Monday, September 8, 2014 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

Gail Walsh
Chief Buyer

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

REQUEST FOR PROPOSAL (RFP)

RI EARLY LEARNING AND DEVELOPMENT STANDARDS PRINTING

The Rhode Island Department of Administration, Division of Purchases, on behalf of the Rhode Island Department of Education, is requesting proposals from copy and printing centers. The Rhode Island Department of Education and its Early Learning and Development Standards Project is seeking to have vendors provide pricing for the printing and distribution of Standards materials for the purposes of educators and schools purchasing printed copies.

INSTRUCTIONS AND NOTIFICATIONS TO BIDDERS:

Potential offerors are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

It is intended that an award pursuant to this Request for Proposals will be made to prime contractor(s) who will assume responsibility for all aspects of the work. Joint ventures shall be considered, as long as the contractor's duties and responsibilities are clearly articulated in such form as acceptable to the State. Subcontractors are permitted, provided their use is clearly indicated in the offeror's proposal and the subcontractor(s) to be used are identified in the proposal.

All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.

In accordance with title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation 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 will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Also, Submitters should be aware of the State's MBE requirements, which address the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or Charles.newton@doa.ri.gov. Visit the website <http://www.mbe.ri.gov>.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail Raymond.lambert@hr.ri.gov.

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any other amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any other amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

REQUEST FOR PROPOSALS

RI EARLY LEARNING AND DEVELOPMENT STANDARDS PRINTING

Section 1: Description of the Work

RIDE has purchased and provided one copy of the materials listed below, Standards Guide, Fun Family Activity Cards, Parent Guide and Poster, for early learning programs across the state. However, many programs would like to purchase additional copies. To support the use of these materials among programs and to ensure that materials printed and copies are consistent with the design intended, RIDE would like to provide pricing information for the printing and copying of these resources as outlined. Vendors responding to this proposal will be accepting payments from programs directly. No funding will be provided by the Rhode Island Department of Education.

Additionally, vendors must respond to requests for orders and process orders for these programs as requested.

Section 2: Printing Specs

The documents included for purposes of this bid include the Rhode Island Early Learning and Development Standards, the Fun Family Activity Cards, Parent Guide and Poster, both in English and Spanish.

Standards Guide

Final size: 8-1/2 x 11 text; 9 x 11 tabs; 8-1/2 x 11 & 2 x 11 binder inserts

Pages: 71 sheets text, 9 tabs (3 banks of 3); Binder - cover & Spine inserts

Stock: Text - 80# silk text; Tabs - 90# white index with clear mylar tab; Binder inserts - 100# Silk cover

Presswork: Text/Binder inserts - 4c, 1 side, bleeds; Tabs - black, 1 side, no bleeds

Finishing: Trim text and binder inserts

Other: Collate tabs into text, 3-hole drill

Other: Gather binder insert with text/tabs; shrinkwrap set with chipboard to protect tabs. Carton pack.

Fun Family Activity Cards

Final Size: 8-1/2 x 11 text; 9 x 11 tabs; 8-1/2 x 11 & 2 x 11 binder inserts

Pages: 45 sheets text, 9 tabs (3 banks of 3); Front cover, Spine Inserts

Stock: Text - 80# silk text; Tabs - 90# white index with clear mylar tab; Binder inserts - 100# Silk cover

Presswork: Text/Binder inserts - 4c, 1 side, bleeds; Tabs - black, 1 side, no bleeds

Finishing: Trim text and binder inserts

Other: Collate tabs into text, 3-hole drill

Other: Gather binder insert with text/tabs; shrinkwrap set with chipboard to protect tabs. Carton pack.

Parent Guide Brochure

Description: # of pages: 2pp (4- panels)

Flat size: 20x9"

Final Page Size: 5x9"

Prepress: PDF supplied complete. Rip and trap direct to plate

Stock: 80# Dull/Silk Cover

Print/# of ink colors: 4cp/cp

Finishing/Bindery: Trim/Rotary Score/Fold

Packing: Convenient Cartons

Poster

Description/ # of Pages: 2 (print one size only)

Flat Size: Final/Page Size: 11x17

Prepress: print ready PDF

Proofing: Digital Dylux and Contract Digital Proofs

Stock: 50# white, opaque text

Print/ # of Ink Colors: 4/0 4cp (bleeds)

Finishing/Bindery: trim, bulk pack

Copies of these materials can be viewed online at <http://rields.com/resources/publications/>

Section 3: Technical Proposal Required Elements

- Have a track record of success with nonprofit organizations and government agencies, and in particular with other Departments of Education/charter school authorizers
- Offer maximum levels of service at an affordable rate
- Offers non-binding contracts

Section 4: Terms of the Contract

The bids received will be used for purposes of developing a printing fact sheet to share among the early education community. Vendor and pricing information will be listed so programs schools and educators may purchase printing and copying services directly from the bidder following the printing guidelines set forth. Pricing submitted under this proposal will be available to interested parties for three years from the issuance of the state purchase order (projected October 2014). RIDE reserves the right to align the end date with the state fiscal year end of June 30th. RIDE retains the option of granting a time extension of up to two years if the level of work is expanded by mutual consent.

Section 5: Review Criteria

A technical review team convened by the Rhode Island Department of Education will review each complete proposal using the criteria below. Proposals will be evaluated using the following criteria including, but not limited to:

- Affordability
- Experience working with the Department of Education and its clientele
- A defined process for accepting payments from the education programs, again, not RIDE
- Customer Support and a defined point of contact for the placement of orders
- Accessibility which may include but is not limited to an online ordering system, mailing, multiple locations for pick-up
- Timeline for fulfilling orders

Category	Points
Experience	30
Customer Support	20
Capacity	20
Total Possible Technical Proposal Points	70
Cost Proposal	30
Total Possible Points	100

Points will be assigned based on the offer’s clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

Section 6: Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchasing at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference the RFP number on all correspondence. Questions should be submitted in Microsoft

Word format. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or Lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties will be permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in this reception area of the Division of Purchases will not be considered.

Responses (an original plus (4) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP7548963- RI Early Learning and Development Standards Printing" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or e-mailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

Response Contents

Responses should include the following:

1. A complete and signed four-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 downloaded from the I Division of Purchases Internet home page at www.purchasing.ri.gov. **Please attach to original proposal only.**
3. A separate Technical Proposal describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. A **separate, signed and sealed** Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposals in electronic format (CDRom, diskette, or flash drive). Microsoft Word / Excel or pdf format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.