

THE SCHOOL DISTRICT OF PITTSBURGH
(Pittsburgh, PA)



REQUEST FOR PROPOSALS
FOR PRINTING, ASSEMBLY AND MAILING SERVICES FOR 2019-2020
WELCOME BACK TO SCHOOL MATERIALS

Issuance Date: Wednesday, May 1, 2019
Submission Date: Wednesday, May 8, 2018

Introduction

The purpose of this Request for Proposals (“RFP”) is to obtain printing, assembly, delivery, and mailing services for the School District of Pittsburgh’s (“the District” or “School District”) 2019- 2020 Welcome Back-to-School Program. The District anticipates selecting one highly qualified and flexible vendor to successfully coordinate and complete all of these pieces. Susan Chersky will serve as the District’s project manager for the engagement.

The goal of the project is to provide families and employees of the District with materials regarding the District. As outlined in Exhibit 1, the selected vendor will be responsible for printing, assembling, delivery, and mailing on an assortment of Back-to-School Program materials to approximately 16,500 family households and 4,500 employees. The distribution of these materials will vary. Items will be mailed by the successful bidder to the homes of District parents and families, as well as delivered to on District location.

Additional RFP terms and conditions are outlined in Exhibit 2.

Timetable/Response Submittal

The School District is requesting proposals from experienced and qualified firm(s) to provide printing, assembly and mailing services to the School District. Selection of the vendor will be made based on the proposals submitted and possibly oral interviews, if needed. A tentative timetable for the selection process is provided below:

- **Wednesday, May 1, 2019** Release of RFP
 - **Wednesday, May 8, 2019 12 PM** Receipt of Proposals
 - **Wednesday, May 22, 2019** Legislative Approval by Board of School Directors
-
- All proposals for printing, assembly and mailing services must be clearly marked:

Pittsburgh Public Schools
341 S. Bellefield Avenue Pittsburgh, PA 15213
ATTN: Susan Chersky, Communications Officer - Room 204.

- Per building security protocol, all hand-delivered proposals must be left at the main entrance at with the front desk security officer. Vendors will not be permitted to hand deliver materials to room 204.
- One (1) original and four (4) copies of the proposal shall be prepared and submitted to the School District in such form as is set forth in this RFP by **12:00 PM on Wednesday May 8, 2019**.
- Proposals, including any/all attachments, cover letter and tabs should not exceed twenty-five (25) pages in length on 8 ½" X 11" paper, single spaced using a minimum font size of 10 pt.
- Proposals should be submitted in accordance with the instructions detailed below. The School District reserves the right to select a proposal in its entirety or some portion(s) thereof. Furthermore, the School District reserves the right to reject any and all proposals and to waive irregularities. The District’s Communications Officer reserves the right to negotiate any and all terms and conditions proposed.
- Proposals which are submitted in electronic format or faxed will not be accepted.

- Any questions regarding this RFP should be addressed to Susan Chersky, Communication's Officer via email at schersky1@pghschools.org.

Upon the release of this RFP and during the conclusion of the selection process, there shall be no communication between any prospective respondents and/or their lobbyist(s), agent(s) with any staff of the School District, or any elected representatives or other appointed official of the School District and/or their staff, except as provided for in the RFP. Any violation of this provision by any prospective firm and/or its agent shall be grounds for immediate disqualification.

Specific Response Requirements

Responses should address the following questions or requests for information and be organized so that the specific questions or requests for information each begin on a new page with the question repeated at the top of the page.

I. Letter of Transmittal

Each proposal should be accompanied by a letter of transmittal which summarizes key points of the proposal and which is signed by an authorized officer.

II. Firm Experience and Qualifications

- A. Please provide an overview of the firm and its qualifications. Please include the location of the firm's office(s) in the Commonwealth of Pennsylvania.
- B. Describe the firm's relevant experience in this area for the past 2 years for the following categories:
 1. All Pennsylvania school districts,
 2. All Pennsylvania local government units,
 3. Any other relevant organizations.
- C. Provide a sample of a complex print and assembly job.
- D. Provide three references with contact information.

III. Service Team

Provide brief resumes for the following individuals who will be assigned to the School District's engagement, including any relevant experience for each individual. Please include only those individuals who will work on the School District's account.

- A. The senior person who will assume the day-to-day and on-site responsibility for managing and supporting the School District's engagement.
- B. Other members of your team assigned to the project and the specific role that each can be expected to play.

IV. Plan of Work

Please provide a detailed plan of work for the School District's engagement. The major pieces are the printing, assembling, delivery and mailing services.

As part of the scope of work, the vendor should address their willingness to be flexible and to have a close working relationship with the District's Communications and Marketing Team to bring the project successfully forward to completion. **The firm must be able to meet in person with School District staff to resolve any print issues within a 24-hour response time to meet critical print delivery dates.**

The plan of work should take into account Exhibits 1 and 2 attached.

V. Firm Information/Equal Employment Opportunity

- A. Describe your firm's equal employment opportunity policies and programs.
- B. Has your firm or any of its employees, or anyone acting on its behalf, ever been convicted of any crime or offense arising directly or indirectly from the conduct of your firm's business or have any of your firm's officers, directors or persons exercising substantial policy discretion ever been convicted of any crime or offense involving financial misconduct or fraud? If so, please describe any such convictions and surrounding circumstances in detail.
- C. Has your firm, or any of its employees, or anyone acting on its behalf, been indicted or otherwise charged in connection with any criminal matter arising directly or indirectly from the conduct of your firm's business which is still pending or have any of your firm's officers, directors or persons exercising substantial policy discretion been indicted or otherwise charged in connection with any criminal matter involving financial misconduct or fraud which is still pending? If so, please describe any such indictments and surrounding circumstances in detail.
- D. Please describe (i) any material financial relationships that your firm or any firm employee has with any financial advisory firms, insurance companies, investment banks or law firms or other persons or entities that may create a conflict of interest in acting as an independent contractor to the School District; (ii) any family relationship that any employee of your firm has with any public servant that may create a conflict of interest, or the appearance of a conflict of interest in acting as an independent contractor to the School District and (iii) any other matter that your firm believes may create a conflict of interest or the appearance of a conflict of interest in acting as an independent contractor to the School District. Please describe any procedures your firm either has adopted, or would adopt, to assure the School District that a conflict of interest would not exist for your firm in the future.

VI. Fee Proposal

Please provide a fee structure that your firm would propose to provide the services to the School District based on our requirements outlined in Exhibits 1 and 2.

The fee proposal must be broken down for each of the elements of the project outlined in Exhibit 1.

The proposal pricing should be all inclusive except postage costs. The District anticipates providing its postage indicia to the winning bidder.

The District reserves the right to withhold reasonable retainage not to exceed 10% of the total cost of the engagement until all work is completed.

Evaluation Criteria and Selection Process

The contract(s) will be awarded to the qualified proposer whose proposal is most advantageous to the School District. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of award. Rather, the total scores will guide the School District in making an intelligent award decision based upon the evaluation criteria.

The School District reserves the right to request oral presentations from those firms determined to be in a competitive range and shall use the information derived from these oral presentations, if any, in its evaluation.

The School District anticipates selecting one vendor for the project using the following criteria to determine which firm meets the needs of the School District best.

Printing & Assembly Services	Points
Ability to Meet the Specific Needs of the School District of Pittsburgh	15
Experience and Qualifications	20
Plan of Work	15
Fee	50

Exhibit 1:
Pittsburgh Public Schools
Welcome Back Materials Specs - May 2019

ELEMENTS:

2018-2019 School Calendar

Description: 24 pages + cover (28 pages total) 4 color process, bleed, matte finish.

Page Size: Cover is 11 X 15.5" flat, 8.5 X 11" finished (folds short with a 1.5" strip at bottom)

Quantity: 21,000

Stock: Cover prints on 100lb. gloss cover.

Artwork: PPS to provide hi-res digital artwork

Finishing:

- Inside pages are 11 X 14" flat, 11 X 7" finished
- Inside pages print on 100lb. gloss text
- Prints 4/4 with bleeds
- Folded and saddle stitched
- Drill hole for hanging

Lot price:

Code of Conduct– Elementary Booklet (K-5)

Description: 60 text pages plus 4 –color cover bleed, saddle stitch brochure (total 64). Text pages are 4 color

Page Size: 8½” x 11”

Quantity: 1,000/lot

Stock: Cover: 80# Matte finish

Text: 60# white offset text

Artwork: Electronic file furnished, all elements in position

Finishing: Collate and staple assigned sets

Lot price:

Code of Conduct– Secondary Booklet (6-12)

Description: 60 text pages plus 4 –color cover bleed, saddle stitch brochure (total 64). Text pages are 4 color

Page Size: 8½” x 11”

Quantity: 1,000/lot

Stock: Cover: 80# Matte finish

Text: 60# white offset text

Artwork: Electronic file furnished, all elements in position

Finishing: Collate and staple assigned sets

Lot price:

Note: Copies of the 18-19 Code of Conduct booklets are available in the file library on the District [website](#)

Parent Fact Sheets

Description: 10 -15 8 ½” x 11” printed two sides, 4 color non bleed

Page Size: 8 ½” x 11”

Quantity: 17,000/lot

Stock: White 80# gloss text

Artwork: Electronic file furnished, all elements in position

Finishing: Collate

Lot price:

Family and Parent Engagement Policy Booklet

Description: 4 text pages plus 4 –color cover bleed, saddle stitch brochure. Text pages full color.

Page Size: 8 ½” x 11”

Quantity: 17,000/lot

Stock: Cover: 80# Matte finish

Text: 60# white offset text

Artwork: Electronic file furnished, all elements in position

Finishing: Collate and staple assigned sets

Lot price:

Letter 1: Superintendent –Household Mailing

Description: 8 ½” x 11” white printed one or two sides, 4 color

Size: 8 ½” x 11”

Quantity: 16,000 approximately (please only print quantity to match final mailing file)

Stock: 60# text

Artwork: PPS to provide digital file

Lot price:

Letter 2: Superintendent – Employee Mailing

Description: 8 ½” x 11” white printed one or two sides, 4 color

Size: 8 ½” x 11”

Quantity: 4,500 approximately (please only print quantity to match final mailing file)

Stock: 60# text

Artwork: PPS to provide digital file

Lot price:

ENVELOPE:

Envelope: Welcome Back Envelope Household & Employee Mailing

Description: 9” x 12” white wove 24# booklet envelope; print 4 color

Page Size: 9” x 12”

Quantity: 21,000

Stock: white wove 24# booklet envelope

Artwork: PPS to provide hi-res digital artwork supplied for return address

Lot price:

ASSEMBLY/ DISTRIBUTION

Package One—Household Mailing

Description: Parents/families of Students in grades prek-12, one version

Quantity: 16,000 (one per household)

Elements: (1) Superintendent Letter #1, (1) School Calendar, (10-15) Parent Fact Sheets (1) Parent and Family Engagement Policy Booklet. All items inserted into 9” x 12” white wove 24# booklet envelope in order listed above, addressed and sealed for mailing, postage affixed and delivered to Post Office. Mailing file provided by District.

Timing and Distribution: Mailed week of July 29, 2019

Lot price:

Package Two—Employee Mailing

Description: Employee Mailing

Quantity: 4,500 (adjust quantity based on mailing file provided)

Elements: (1) Superintendent (Letter #2), and (1) Calendar. All items inserted in order listed above into 9” x 12” white wove, 24# booklet envelope, addressed and sealed for mailing, postage affixed and delivered to Post Office. Mailing file provided by District.

Timing and Distribution: Mailed week of July 29, 2019

Lot price:

POSTAGE

Vendor must provide an estimated postage cost for both mailings once awarded the job.

CODE OF STUDENT CONDUCT BOOKLETS AND EXTRA MATERIALS

All code of student conduct booklets and extra materials should be packed and list the following clearly on the outside of each box:

- Attention: Susan Chersky – 341 S. Bellefield Avenue, room 204
- Name of Printed Material:
- Quantity in box:

All materials should be delivered to the Pittsburgh Public Schools Service Center located at 1305 Muriel Street, Pittsburgh, PA 15203.

Exhibit 2:

Printing and Mailing Services

Additional Terms and Conditions

1. All proposals shall be returned in sealed envelopes and addressed to the School District of Pittsburgh.
2. Proposals shall be signed by a duly authorized agent or officer of the Company making the bid. Proposals must include lot pricing for each item in Exhibit 1 in the order that they appear in Exhibit 1. Exhibit 1 with said pricing should be returned with the proposal. Absence of original signature of person duly authorized to sign for the Company submitting this proposal document will automatically leave this proposal null and void.
3. Vendors will quote prices on the unit as specified (i.e., “each”, “lot”, “dozen”, etc.) unless the unit as used in the trade differs from that requested on the proposal. In such case, the unit being bid should be changed on the Exhibit 1 document to reflect the industry standard.
4. Prices quoted will be considered net unless otherwise noted on the proposal. No escalator clauses will be permitted unless provided for in the proposal format.
5. Prices quoted must include all costs except for postage.
6. No alternate product may be quoted on any single item of the proposal, except for the District’s specific request for a recycled material alternate as specified in the RFP.
7. In all cases where no sample is submitted by the vendor, it will be understood that the vendor agrees to furnish the exact article or articles as specified, or to exactly match the Board’s sample. Where samples are requested on items, failure to provide such samples may result in the automatic disqualification of the RFP.
8. The proper officers of the School District of Pittsburgh shall have full power and authority to reject any and all materials furnished which in their opinion, are not in strict compliance and conformity with the requirements of the specifications, or equal in every respect to the samples submitted. The decision of School District shall be final, conclusive, and without exceptions or appeal. All articles so rejected shall promptly be removed from the premises of the District at the cost of the Vendor.
9. The School District of Pittsburgh reserves the right to increase or decrease quantities of items to be purchased to reflect actual Board needs at the time that orders are issued. Such additional quantities will be purchased at the price indicated on this RFP.

10. The Board of Public Education reserves the right to reject any or all RFP's, and to accept or reject any item or group of items, for which proposal is submitted.
11. High quality printing is required. All print must be clear and sharp.
12. All items on proposal to be awarded to a single vendor.
13. Samples are available for inspection in the Communications Office located at the 341 S. Bellefield Avenue, Room 204– Pgh, PA 15206 with a prior appointment. It is the vendor's responsibility to review samples and to confirm vendor's capability to reproduce materials from available artwork before submitting a proposal. To schedule an appointment or to ask questions, please contact Susan Chersky via email schersky1@pghschool.org.
14. On or about June 21, 2019, the finalized files, quantities and packaging instructions are to be provided by the District. Vendor to be responsible for meeting with the District designated Project Manager (Susan Chersky), to assure successful completion of project.
15. Vendor must provide electronic proofs of all items and production schedule for assembly by the week of July 15th, via email to schersky1@pghschools.org and jen@cpicreative.com.
16. All transportation costs to be provided by the vendor. No additional costs for transportation will be approved.
17. Delivery due date: All materials must be printed and packaged, mailed, or delivered by the dates shown. There will be no exceptions to these dates unless expressly requested by the District's Project Manager and authorized by the District's Purchasing Agent.
18. The Vendor's proposal must respond to the following question: After school opens, time necessary to print any additional materials, if required: _____.
19. Vendor to provide a sample of a complex print and assembly job with the bid.
20. Vendor to include an anticipated list of billing conditions. The School District reserves the right to negotiate the payment schedule. Net 30 terms are the District's standard.