

QUESTIONS AND ANSWERS

RFP for Print Services

Project # 12-22

January 18, 2012

To: All Prospective Respondents

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 – The following questions were received in Procurement Operations within the time period specified in the solicitation document Request for Proposals (RFP) for Print Services (# 12-22).

Question # 1:

Will this be a single source arrangement?

HCC Answer:

The selected company will be designated as HCC primary supplier for the type of work described in the RFP. (ref. RFP-Summary, Section 9.0 Acquisition From Other Sources)

Question # 2:

Binders; Page 6, Item d: Does preprinted material refer to samples of projects that we have done for similar colleges? Do we need to include a sample for every item listed in the Appendix 1 list?

HCC Answer:

HCC would like to see as many samples as possible in line with the jobs outlined in the list of samples. At a minimum, your sample submittal should include:

1. HCC Brochure
 - a. Size 13.5x11
 - b. Stock 100lb text coated matte finish
 - c. 4/4 full bleed
 - d. trimmed and tri-fold
2. HCC Postcard
 - a. Size 6x9
 - b. Stock 9 mill postal regulation card stock
 - c. 4/4 full bleed
3. HCC Flyer
 - a. Size 8.5x11
 - b. Stock 100lb text coated matte finish
 - c. 4/4 full bleed
4. HCC Newsletter
 - a. Size 11x17
 - b. Stock 100 text coated matte finish
 - c. 4/4 full bleed
 - d. trimmed and single fold
5. HCC Booklet
 - a. Size 9x7
 - b. Stocked Cover 80lb coated matte / text pages 100lb text coated matte finish
 - c. 4/4 bleed
 - d. print size 20x24 min
 - e. finished size 9x7
 - f. Saddle stitched
 - g. Min page count 12 page.

Question # 3:

Attachment 1, Page 12, General Requirements/Background information: Where it states the company must be capable of services, how important is the bullet point about having a workflow and cost tracking web-based system? Can you elaborate on exactly what this refers to? We have an online click-to-print portal that may achieve this; however, it is primarily utilized for digital print jobs, not long-run offset jobs.

HCC Answer:

HCC will require the company to use the college's web-based project tracking system for print jobs, including the delivery of the print files. HCC will also require the company to provide web-based information (tracking and job specs for all print jobs) that will be used in annual reports and for other analytical purposes.

Question # 4:

Attachment 1, Page 13, Sample Projects # 1: It states that the company must meet a turn time of 24 hours for 10,000 copies of a multi-page project. Is this the required turn time for all projects? Is this a must for the college? We are located in Nashville, TN and may have difficulty committing to a quick turn time like this. We generally can turn projects within 5-7 days for a project like the one listed in # 1.

HCC Answer:

HCC will require the company to turn-around some jobs in a 24-hour period. This would not apply to a job the magnitude of referenced in the question. Quick-turn around jobs would generally not exceed 1,000 copies of a 100-page document.

Question # 5:

Pricing: Are we to submit pricing based on the terms and specs from Appendix 1?

HCC Answer:

Yes.

Question # 6:

Does Paragraph 9.0 on Page 3 mean that this is not intended to be an exclusive contract? If not, please describe the nature of the relationship in more detail.

HCC Answer:

See HCC Answer, Question # 1

Question # 7:

Please define exactly what the requirements for turn-key design and layout are. Do you want the contractor to assume all of the communications design projects? If not please describe the types of turn-key design projects that will be requested and provide some examples of these projects. Should "Graphic Design" be priced separately in the proposal?

HCC Answer:

Design and layout will be handled by HCC and is deleted from the RFP.

Question # 8:

Please define workflow and cost tracking with on-demand, web-based capability. What specific information is required online, who will access it, and what will they do with it?

HCC Answer:

See HCC Answer, Question # 3.

Question # 9:

Newsletter Postcard has 0 for number printed? Please clarify what quantity and size should be priced.

HCC Answer:

This type of project varies. Here is a typical example:

- Acquire mailing list based on specs provided by HCC
- 25,000 postcards (6x11)
- Paper: Postal regulation 9mm, house stock, matte finish.
- Convert List, Address, Bulk Mail Pack, Deliver to Post Office

Question # 10:

Student ID Cards has 0 number printed? Please clarify what quantity be priced.

HCC Answer:

100.

Question # 11:

SE Mailing List has 1 for number printed? Please clarify what quantity should be priced.

HCC Answer:

The SE Mailing list was not printed. This was the database provided for mailing purposes. See answer to Question # 9 for more information.

Question # 12:

2010-2011 Student Handbook has 0 for number printed and online for paper stock? Please clarify what quantity should be priced and what the online requirements will be.

HCC Answer:

The handbook was not printed. It was posted online as an e-book and is deleted from Appendix 1 to Attachment 1.

Question # 13:

2011 Catalog has 0 for number printed and online for paper stock? Please clarify what quantity should be priced and what the online requirements will be.

HCC Answer:

The minimum of catalogs we print at this time is 4,000. Online requirements for the catalog are not part of this RFP.

Question # 14:

None of the multi-page projects have number of pages. Examples: 2010-2011 Credit Schedule, 2010-2011 CE Schedules, 2009-2011 Catalog, 2011 Student Planner.

HCC Answer:

This information will be added to the online database (for major print jobs) at <http://b3.caspio.com/dp.asp?AppKey=a26a100049733cd0599a4495b4e4>

Question # 15:

Per some of the examples above, many of the major publication projects that are submitted for quote are missing key information required for pricing like sizes and number of pages. Can you provide that information?

HCC Answer:

This information will be added to the online database at <http://b3.caspio.com/dp.asp?AppKey=a26a100049733cd0599a4495b4e4>

Question # 16:

Please describe in more detail the meaning of not to exceed pricing as it relates to the major publication projects. How will you execute this?

HCC Answer:

The unit pricing to be proposed for each of the Major Print Jobs identified per Appendix 1 must be quoted on a not to exceed basis. It is intended that the selected print services provider will work with HCC to identify cost reducing approaches during the term of the contract thus the price proposed is a maximum or ceiling price.

Question # 17:

HCC is not looking to purchase print services equipment. Rather, HCC is shifting to, or expanding, an outsourced print service solution. As such, HCC is looking for print production to be performed at a 3rd party location by a 3rd party. The selected vendor would be responsible for the equipment and manpower needed to provide the print products requested by HCC. Correct?

HCC Answer:

HCC is looking for a supplier to provide print services of the type and kind described per the RFP.

Question # 18:

HCC is looking for a pricing response that is based on a per job or per piece basis rather than a traditional print shop proposal that would encompass equipment leases, labor costs, etc. Correct?

HCC Answer:

Correct

Question # 19:

I would like to ask who the current vendor is and if there is a copy of a previous contract available?

HCC Answer:

The current vendor is University Copy Center, and yes there is a previous contract, however, this RFP is of a different scope and set of requirements.