



[www.michiganworks.org](http://www.michiganworks.org)

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Lansing, Michigan 48912

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# Request for Proposal

## 2010 Michigan Works! Association Printing Projects

**Inquiries and Bids Should Be Directed To:**

**Malorie Kersten**  
**Public Relations Coordinator**  
**Michigan Works! Association**  
**[kerstenm@michiganworks.org](mailto:kerstenm@michiganworks.org)**

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## **BACKGROUND INFORMATION**

Michigan Works! Association is a non-profit organization, incorporated as the Michigan Job Training Partnership Association in 1987. Michigan Works! Association is exempt from federal and state income taxes under Section 501(c)(3) of the Internal Revenue Code, and financial records are in accordance with generally accepted accounting principles as they apply to non-profit organizations.

The mission of Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

The Michigan Works! Association serves as a statewide association providing support to Michigan's twenty-five (25) Michigan Works! regions and to over one-hundred (100) Michigan Works! Service Centers statewide.

## **THE MICHIGAN WORKFORCE DEVELOPMENT SYSTEM**

The Michigan Works! System is the first unified workforce development system in the country and an instrumental partner for developing Michigan's economic future.

Twenty-five Michigan Works! Agencies comprise the Michigan Works! System. Each Agency is a multifaceted organization that focuses on innovative, proactive solutions to meet the demands of a rapidly changing economy.

Michigan Works! Agencies oversee workforce development services in their local area and are governed locally by workforce development boards (WDB). Each WDB, in partnership with Local Elected Officials (LEO), is responsible for the development and oversight of workforce development programs in their local area.

WDB members represent the private sector as well as education, economic development and other sectors and influence workforce development in their community.

Services offered through Michigan Works! are designed to prepare job seekers for employment and provide skilled applicants to employers. Customers can access services through local Michigan Works! Service Centers.

With a statewide network of more than one-hundred Michigan Works! Service Centers, this demand-driven, locally-responsive System serves over three million customers each year.

A phone call to 1-800-285-WORKS (9675) from anywhere in the state of Michigan will connect the caller to a local Michigan Works! Agency.

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## **BID PROCESS**

This Request for Proposal (RFP) is for the printing needs of the Michigan Works! Association for the calendar year ending December 31, 2010.

The purpose of this RFP is to identify possible printing vendors who can provide the services described in **Section III** (page 8).

The projects contained herein are currently slated for the 2010 production schedule; however, should new projects arise throughout the year, the Association may elect to acquire additional quotes.

### **General Responsibilities and Services to be Performed**

The successful bidder will provide printing services for various publications to the Michigan Works! Association for a period of one year (January 2010 through December 2010).

## **INSTRUCTIONS ON BID SUBMISSION**

Bid must be submitted no later than 5:00 p.m. on December 11, 2009

### **Inquiries**

To ensure the Association maintains an open competition process, all inquiries regarding this RFP must be provided in writing only, via fax or email to Malorie Kersten, [kerstenm@michiganworks.org](mailto:kerstenm@michiganworks.org) or faxed to (517) 371-1140.

Answers to all questions regarding this proposal will be posted on the Association's Web site, [www.michiganworks.org](http://www.michiganworks.org).

### **Conditions of Bid**

All costs incurred in the preparation of a bid will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association.

### **Instructions to Prospective Contractors**

Please submit bid (**Section I, Section II and Section III**) via email, [kerstenm@michiganworks.org](mailto:kerstenm@michiganworks.org) or fax (517) 371-1140 only, as addressed below:

Request for Proposal – 2010 Print Projects  
ATTENTION: Malorie Kersten  
Public Relations Coordinator

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## **Right to Reject**

Michigan Works! Association reserves the right to reject any or all proposals or any part of same; to award a contract(s) other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and to make any decisions which Michigan Works! Association deems to be in its own best interest.

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

## **Notification of Award**

A decision of selecting the successful bidder will be made within two weeks of the RFP due date.

## **Proposal Evaluation Criteria**

Michigan Works! Association will rate all proposals. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

### **Rating Criteria (Out of 100 points):**

#### **Vendor Experience – 60 point maximum**

Demonstrated previous success of producing high quality black and white, two color, and four color printing projects with a timely turn around.

#### **Budget Considerations – 30 point maximum**

Sufficient detail provided to assure reasonable cost.

#### **Prior Working Relationship with the Michigan Works! Association – 5 point maximum**

Produced printing projects for the Michigan Works! Association.

#### **Prior Working Relationship with Michigan Works! Agencies – 3 point maximum**

Produced printing projects for any Michigan Works! Agency.

#### **Guarantee of Rates – 2 point maximum**

Vendor will be able to guarantee quoted rates for a one year period.

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## **Standards of Performance**

The selected vendor will be evaluated on their ability to produce high-quality, black and white, and two-color printing projects with a timely turn around at a fair price. The selected vendor must submit proofs for review prior to printing.

## **Administrative Requirements**

The selected vendor must sign and return all contracts to Michigan Works! Association within ten (10) days of the receipt of the contract.

Cancellation of the contract, by either party, must be submitted in writing no later than ten (10) days prior to the first publication needing to be printed.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

## **Disclaimer**

Michigan Works! Association assumes no responsibility or liability for costs incurred by the bidder prior to the effective date of any contract resulting from this RFP.

The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

**SECTION I - Proposal Cover Page**

Michigan Works! Association  
Request for Proposal  
2010 Michigan Works! Association Printing Bids

<b>Applicant Organization</b>		<b>Federal ID Number/ SSN</b>
<b>Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Printed Name</b>		<b>Title of Applicant's Authorized Representative</b>
<b>Telephone Number</b>		<b>Fax Number</b>
<b>E-mail Address</b>		<b>Web site</b>
<b><i>Certification</i></b>		
<p>I certify that:</p> <p>(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;</p> <p>(b) that the quotation is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;</p> <p>(c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;</p> <p>(d) my organization will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association;</p> <p>(e) the proposed printing rates will be valid for a timeframe of one year (January 2010 through December 2010), and,</p> <p>(f) the organization that I represent is an equal opportunity employer/provider.</p>		
<hr/> <b><i>Authorized Signature</i></b>		<hr/> <b><i>Date</i></b>

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## **SECTION II – Narrative**

Complete the following information and submit **two copies** with the signed Proposal Cover Page (**Section I**). Complete responses are required for each section.

### **A. Organizational Background**

Provide a brief description (100 words or less) of your organization, including profit or non-profit status, number of staff and consultants (attach an organizational chart if applicable), type of work the organization normally performs, number of years experience, and the location of any branch offices.

### **B. Organizational Policies**

Provide answers to the following series of questions:

1. Do you pick up and deliver free of charge? \_\_\_\_\_
2. What is your standard turnaround time? \_\_\_\_\_
3. How do you prefer your files?       native       pdf
4. Is your shop direct to plate? \_\_\_\_\_
5. Do you have FTP access? If not, do you prefer files via       cd       e-mail
6. What type of proofs do you provide and is there a charge? \_\_\_\_\_
7. Is there a charge for corrections? Explain. \_\_\_\_\_
8. Do you have any rush charges? Explain. \_\_\_\_\_
9. Do you direct bill? \_\_\_\_\_
10. Is there anything else I should know about your services? (attach separate page)

### **C. Staff Experience and Credentials**

Provide summaries of the experience and credentials of the staff that would be involved in each content area.

### **D. References**

Include the name, title, organization, and phone number for at least two (2) references.

### **E. Liability**

Describe any legal action that has been taken against you in the past ten (10) years, including reason for legal action to have been enacted upon you, result of judgment or mediation, and corrective actions taken by your or your firm, which prevents future occurrences of similar action.

### **Section III - Proposed Services**

Please provide three (3) samples of published work and a quote for each project based on two-color (200c [red] and black), 80# coated cover and 80# coated text and all criteria in the table below.

*Please include all page options with all quantity options for each project. For example, Project 1 will have 36 different quotes (Six different page options, six different quantity options).*

<b>Project Numbers</b>	<b>Finished Size (with bleeds)</b>	<b>Pages (including cover)</b>	<b>Quantity</b>
<b>Project 1</b>	8 ½ x 11	28	100
		32	250
		36	500
		40	750
		44	1000
		48	1500
<b>Project 2</b>	8 x 8	8	750
		12	1000
		16	1250
		20	1500
<b>Project 3</b>	7 x 7	8	750
		12	1000
		16	1250
		20	1500
<b>Project 4</b>	4 1/4 x 9 1/4	12	750
		16	1000
		20	1250
		24	1500
<b>Project 5</b>	4 x 9	12	750
		16	1000
		20	1250
		24	1500
<b>Project 6</b>	3 1/4 x 9	12	750
		16	1000
		20	1250
		24	1500
<b>Project 7</b> (letterhead)	8 ½ x 11 24# Brand Howard, Bright White Linen	Single-sided	750
			1000
			1500
<b>Project 8</b> (business cards)	80# Bright White Howard Linen Cover	Single-sided	250
		(7 names)	500
<b>Project 9</b> (pocket folder)	9 x 12 (Standard) 129# Gloss Cover	Two 4" pockets, card slits	500
			1000
			1500