

Professional Printing Services

Request for Proposal: Questions & Responses

December 9, 2008

1. Your RFP states on the title page that “Vendor must itself directly create the design, typeset, print and mail each Section Piece. This includes file creation and production of CDROMs and/or like products. No part of the process may be brokered, subcontracted or outsourced to another vendor” yet in the contracting Terms and Conditions it states, “The Vendor will not assign or transfer its interest, in whole or in part, under this agreement, without the written consent of the State Bar, which consent may be granted or withheld in the sole and absolute discretion of the State Bar. May I subcontract with a printer as long as they are officially certified by the Forest Stewardship Council (FSC) and by the Sustainable Forestry Initiative (SFI)?
2. I have been in this industry for 30 years and know of very few companies who could honestly say they have full staff designers as well as their own mail shop. Locally, in Sacramento and outlying areas as far as SF, there is no company meeting this requirement. If this requirement is truly needed for this bid, I would suggest that all bidders be required to provide "legal and binding proof" that the relationship is as an owner, such as corporation filing or some other document of such weight. We are a full service printer but we do not employ on staff designers and would partner with any one of several well know and professional design firms that we routinely do business with. Our mailing service is one in the same. We ask if we may participate in this bid?
3. On the printing RFP, under CDROMS it states no outsourcing may be done. Is that just with the CDROMS or all print/bindery jobs as well?
4. May we partner with a designer not currently on our staff to bid on this RFP?

The non-subcontracting clause in the posted RFP reflects our Section Education & Meeting Services Department’s requirement that their needs for professional printing services for their many sections be managed by a single vendor. They will consider proposals where the vendor accepts sole responsibility for managing and coordinating each component of the process with their own subcontractors. This includes movement of files, raw materials, finished pieces and mailing materials, scheduling and meeting promised deadlines. Vendor will be contractually responsible for paying all subcontracting taxes, fees and other obligations and will submit detailed invoices itemizing these subcontracting services. Please clearly indicate which specific jobs will require subcontracting arrangements in your proposal. Vendors are not required to be

located within the State of California. Paragraph II.A.2. has been revised in the posted RFP to reflect this clarification.

5. May we pick up samples of your current pieces for inspection?

We cannot provide samples of the full scope of our previous work to all, nor can accommodate individual meetings with prospective vendors to discuss each piece in detail. The specifications provided in Attachment A should provide sufficient information necessary to prepare your proposal.

6. What are the number of tab banks and cut per set?

This will differ based on the number of tabs per piece shown and the amount of text on each. The average tab size is 5th cut.

7. Who is supplying the binders, and what size and type?

The vendor should calculate the cost of a standard weight vinyl binder into their bids price, based on the standard size which will accommodate the listed finished size of each piece.

8. What does Mail = Yes on Attachment A mean?

This indicates that each piece is to be mailed to our sections members based on a data file provided to the vendor.

9. Is the State Bar going to write the text for the ads or do they expect the vendor to write the ads?

The State Bar will write the copy for each ad and provide examples of previous ads for design reference.

10. Numerous jobs show a finished size 8.5x11 but have anywhere from 4 to 16 “panels” listed. What size are the panels?

The panels are 8.5x11” each.

11. Must all my subcontractors be certified by the Forest Stewardship Council?

Yes, all subcontractors in the paper chain-of-custody must be certified.