

Consumer Guide Fulfillment

Request for Proposal: Questions & Responses

January 22, 2013

- 1. Please provide information on how the pamphlets and guides will be replenished. Are you looking for a print provider?**

The State Bar will handle printing and delivery to the vendor's facility, although we are also seeking pricing on perhaps moving to a print-on-demand model in the future.

- 2. Are there any mass distributions of pamphlets and guides for a new edition or outreach to new clients?**

See Attachment F for distribution information. The State Bar handles outreach and promotion of the pamphlets and guides.

- 3. Is the cost of the material ordered, shipping cost, tax, handling cost (fulfillment) passed on to the person ordering the material or is it paid for by the State Bar?**

The shipping costs are paid by the State Bar.

- 4. Page 3 of RFP indicates that "pricing is flexible." How will the fulfillment supplier know what to charge and to whom?**

The State Bar will set the price.

- 5. What is the value of the current inventory?**

The current stock is estimated to have an approximate value of \$88,000.

- 6. What is the physical size of the current inventory? And how are they packaged?**

Our current inventory comprises: 59 pallets of the guides (with each pallet containing about 32 boxes and each box being 18 by 12 by 16 inches) and 10 pallets of pamphlets (with 48 boxes per pallet and each box being 12 by 10 by 9 inches).

- 7. When the vendor picks up the inventory from 180 Howard Street, will it be packed and ready to load on a dock or will the vendor have to go retrieve it from somewhere other than the dock?**

The vendor will be responsible for removing the inventory from several different floors in the building. The elevator designated for freight can carry a half pallet at a time. The building has no loading dock so vendors will need to provide a truck with a lift gate. Box removal will need to be coordinated with the department of General Services.

- 8. Are the boxes in inventory cataloged and marked with each title clearly known by looking at the storage box?**

Yes.

- 9. When orders are shipped to customers, is it required that the box contain State Bar of California stamp, seal, or logo?**

No.