



**To: Prospective Printer Supplier**

**From: Kip Smalligan, Sr Strategic Sourcing Specialist  
Grand Valley State University Procurement Services  
Ph 616/331-3211 Fx 616/331-3287 smalligk@gvsu.edu**

**Date: December 18, 2018**

**Subject: Request for Proposal # 218-53  
Autism Education Center START Training Materials Printing & Assembly**

Grand Valley State University is accepting proposals for the printing, assembly, and fulfillment of START training materials for its Autism Education Center.

**There will be a mandatory pre-bid meeting for all suppliers interested in submitting a proposal. Proposals will be accepted only from suppliers who attend the pre-bid meeting.**

The pre-bid meeting will be Friday January 11 at 2:00 pm – 3:00 pm at GVSU, DeVos Center, Room 302E, 401 Fulton St West, Grand Rapids, Michigan. Contact Kip Smalligan (smalligk@gvsu.edu) for a visitor parking permit. A campus map for downtown Grand Rapids campus can be found [here](#) The DeVos Lot, Seward Parking Ramp, or Seward Lots are the closest.

Submit your proposal by e-mail (smalligk@gvsu.edu), US mail, parcel, or drop-off to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403 no later than **5:00 pm on Friday February 1, 2019**. Your proposal must be received by the above date and time. No fax, verbal, or telephone proposals will be accepted. Grand Valley State University is not responsible for late, lost, misdirected, damaged, incomplete, illegible or postage-due mail.

If e-mailing, include **RFP #218-53** in the subject line of your e-mail. If mailing or dropping off, write **RFP #218-53** clearly on the front of your proposal envelope or package.

Direct questions regarding this request for proposal to Kip Smalligan at the above contact information.

## **RFP #218-53 Autism START Training Materials: Introduction**

GVSU's START Project is a State of Michigan Department of Education, Office of Special Education (MDE, OSE) grant-funded program housed in the GVSU Autism Education Center.

The purpose of START is to provide evidence-based training, technical assistance, and resources to school-based teams in Michigan that support students with Autism Spectrum Disorder (ASD). START is a statewide collaborative effort to make systems level changes to improve the educational programming and quality of life for students with ASD.

START provides three levels of multi-module intensive training series throughout a given year in various locations throughout Michigan (see Attachment A on page 7 for list of trainings). START also conducts 1-4 stand-alone statewide trainings, and two leadership training days each year. There are on average 30 to 35 trainings a year with 150-180 attendees at each training, plus an annual conference of 650 attendees. A variety of materials are printed for the trainings and the annual conference, as well as for general use and distribution statewide. START is seeking a supplier who can print, assemble, store, and ship the materials to training sites, to the START office, and/or to conference location(s), on a just-in-time basis. Contract term is five years with option for two more years if mutually agreeable to both parties. **Note:** GVSU's performance under this contract is contingent on receipt of continued grant funding for the START Project from MDE, OSE in the amount at or above the current award. The START Project grant cycle runs on the State of Michigan's fiscal year, beginning on October 1<sup>st</sup> of each calendar year.

## **GVSU RFP #218-53 Autism START Training Materials: Instructions**

1. Grand Valley State University is accepting sealed bid proposals for printing, assembly, and shipping of materials for its Autism Center.

There will be a mandatory pre-bid meeting for all suppliers interested in submitting a proposal. Proposals will be accepted only from suppliers who attend the pre-bid meeting. The pre-meeting will be Friday January 11 at 2:00 pm – 3:00 pm at GVSU, DeVos Center, Room 302E, 401 Fulton St West, Grand Rapids, Michigan. **Please contact Kip Smalligan ([smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)) for a visitor parking permit.** A campus map for downtown Grand Rapids campus can be found [here](#). The DeVos Lot, Seward Parking Ramp, or Seward Lots are the closest.

Submit your proposal by e-mail ([smalligk@gvsu.edu](mailto:smalligk@gvsu.edu)), US mail, parcel, or drop-off to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 2015 Zumberge Hall, 1 Campus Dr., Allendale, MI 49401-9403 no later than **5:00 pm on Friday February 1, 2019**. Your proposal must be received by the above date and time.

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2. Should it become necessary to revise any part of this RFP, notice of the revision will be given in the form of an addendum to all prospective suppliers on record as having received the RFP. Any addendum notices will also be posted on the [Bid Opportunities](#) page of the GVSU Procurement Services website [www.gvsu.edu/purchasing](http://www.gvsu.edu/purchasing). Each supplier should acknowledge receipt of addenda in their proposal, but the failure of a supplier to receive or acknowledge receipt of any addendum, shall not relieve the supplier of the responsibility for complying with the terms thereof.
3. This RFP requires you to quote on eight printed and assembled pieces that are representative of the various type of materials you will need to print and assemble.
4. State how long you will hold pricing on the eight pieces.  
**Include all costs except shipping in your proposal.**  
Proposal cost must also include all packaging.
5. Complete the Proposal form on page 8-9 and include with your proposal.
6. Acceptance of proposal will be made by purchase order
7. Grand Valley State University is Michigan sales tax exempt. Awarded supplier will be provided GVSU's exemption certificate.
8. GVSU will be closed December 24, 2018 through January 1, 2019 for winter break.
9. Direct any questions to Kip Smalligan at 616/331-3211 or [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu).

## **GVSU RFP #218-53 Autism START Training Materials: Specifications**

### **Contract Term**

Contract term will be five and one-third years with option for two more years if mutually agreeable to both parties. The contract will start June 1, 2019 and continue through September 30, 2019. Then each future annual year will start October 1 and end September 30. **GVSU's performance under this contract is contingent on receipt of continued grant funding for the START Project from MDE, OSE in the amount at or above the current award.**

### **Dedicated Contact**

GVSU requires one dedicated single-point-of contact person who is responsible to understand and closely work with us on all our materials. Excellent working communication is required. State who the contact person would be and his/her background, experience, and years with your company.

## Design Services

Design services needed include:

Printer takes the files GVSU provides and tweaks them (clean up formatting and visuals of files coming in various formats) for professional presentation.

Printer analyzes provided files and determine **the** best construction of module materials (binder, folder, tabs, CDs, ancillary components, etc.).

Printer takes multiples file formats of individual pages and sections provided by GVSU and creates a print ready program file for digital print.

Printer retains digital print files indexed for reprint needs

## Training Materials

There are a variety of training materials. Some are ring binders with printed tab indexes and content. Others are perfect bound booklets. Others may be paper folders with inserted handouts.

See Attachment C for a list of training materials and quantities ordered in the 2017-2018 year. This is only to give you an idea of the variety of possible materials.

See Attachment B for the training materials likely needed for the rest of the 2018-2019 school year.

Training materials total spend the past three fiscal years:

2017-2018     \$130,733

2016-2017     \$145,856

2015-2016     \$111,340

Most of the materials are digitally printed on-demand and delivered just-in-time to allow flexibility for changes to content and quantities for specific scheduled training dates. Training material content changes periodically throughout the year due to updates in curriculum. The supplier needs to have a very good understanding and familiarity with the training materials in order to make accurate modifications in printing and assembly.

The materials need to look professional but do not need to look extravagant. The majority of printing is black ink on white copier paper stock.

After printing, the materials are assembled and shipped to the training site to arrive one day prior to the training. **We cannot overstate the importance of accurate and timely fulfilment of these materials. The majority of our materials are printed and assembled just-in-time and shipped to the training site. The trainers rely on the correct materials and quantities to be there.**

Question: State the quality control processes you use to ensure accurate printing fulfillment.

There are some materials that lend themselves to printing in a single large run and warehousing for future use. These materials include Passports, Meeting Mechanic Binders, Differentiated Output Hierarchy materials, Peer to Peer guides and Coaching Toolkits

See Attachment D for the specifications of the eight training materials to quote.

The quantities listed are current estimates. Samples of most of the eight pieces are available to view at our Grand Rapids and Allendale campuses. Contact Melissa Kurek 616/331-6480 [kurekm@gvsu.edu](mailto:kurekm@gvsu.edu) to view at the Grand Rapids location (388C DeVos Center, 401 Fulton St W, Grand Rapids). Contact Kip Smalligan 616/331-3211 [smalligk@gvsu.edu](mailto:smalligk@gvsu.edu) to view at the Allendale location (2015 Zumberge Hall, 1 Campus Dr., Allendale, Michigan). Contact Kip Smalligan for a visitor parking permit.

In your proposal, you will be quoting on only eight pieces, but the other pieces needing printing will be similar in material and layout to the eight quoted pieces. GVSU expects pricing on other pieces to be commensurate with the level of pricing on the quoted pieces.

**If not stated otherwise in the print specifications:**

- Ink color is black
- Paper stock is white copier 20# weight paper
- Paper size is 8.5" x 11" size
- All paper printing to be double-sided where there is more than one page

If the number of pages is not stated, only one page (1 side) is needed

Where two-pocket folders are used in a piece do **not** include printing of the folders in your quote.

**Costs**

Include all costs except shipping. Include setup, labor, packaging, design services.

What would our digital print cost per copy on black on white 20# 8.5 x 11 be?

How long will you hold pricing on the quoted items?

**Shipping**

Printer ensures that training materials are on site **no later than** one day before training.

Printer provides shipping info and tracking numbers to START team when shipped.

Questions:

1. How will you ensure **on-time delivery**?
2. What carrier(s) would you work with?
3. What will you do to control and minimize shipping costs over the course of the contract?

### **Warehousing Storage**

Warehouse storage is needed for some module materials (folders, binders, etc.) and other miscellaneous materials– for on-demand assembly.

Items requiring storage of finished product until needed include:

- 
- Materials that GVSU is selling to attendees.
- Materials that are produced in a single large run.
  - Meeting Mechanics ring binder
  - Peer to Peer ring binder,

Warehoused items are not invoiced until used for a training.

Autism sells about half dozen of the training material pieces to conference attendees and schools throughout the year. These are items that are already printed and paid for by GVSU and are held in storage by the printer. Please state if you are able to take orders by phone, fulfill and ship them out to customers, and transfer the proceeds to GVSU; and what your rates would be for this service

### **References**

If you are not the current printer of these Autism START training materials, provide three client references (names, contact information) for projects comparable to GVSU's. Describe the scope of the project.

**GVSU RFP #218-53: Attachment A**

**START conducts three levels of multi-module intensive training series each year:**

**Early Childhood (EC)** – consisting of 4 modules (two 1-day modules; two 2-day modules)

EC 1-day module A

EC 1-day module B

EC 2-day module A

EC 2-day module B

**K-12** – consisting 8 modules in the first year (three 1-day modules and five 2-day modules), plus 2 additional modules the following year.

K-12 Year 1 1-day module 1

K-12 Year 1 1-day module 2

K-12 Year 1 1-day module 3

K-12 Year 1 2-day module 1

K-12 Year 1 2-day module 2

K-12 Year 1 2-day module 3

K-12 Year 1 2-day module 4

K-12 Year 1 2-day module 5

K-12 Year 2 module 1

K-12 Year 2 module 2

**Building Your Own Future (BYF)** – 8 modules (all 1-day modules)

BYF 1-day module 1

BYF 1-day module 2

BYF 1-day module 3

BYF 1-day module 4

BYF 1-day module 5

BYF 1-day module 6

BYF 1-day module 7

BYF 1-day module 8

**Additional Statewide Trainings/Conference**

One annual statewide conference (650 attendees)

Two leadership trainings per year

One to four stand alone trainings per year

## PROPOSAL FORM

### Autism Education Center START Training Materials Printing & Assembly • RFP #218-53

The undersigned certifies that to the best of his/her knowledge:

- There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.
- The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

Name(s) \_\_\_\_\_

The undersigned further certifies that their company \_\_\_\_ IS or \_\_\_\_ IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

Bidder declares the following legal status in submitting this proposal:

- A partnership
- A corporation organized and existing under the laws of the State of \_\_\_\_\_
- An individual doing business as (DBA) \_\_\_\_\_

(Check all that apply) Bidder declares that company is at least 51% owned, controlled and actively managed by:

- African-American
- Asian American
- Hispanic American
- Native American
- Multi-Racial
- Woman/Women
- ADA Disabled Person(s)

Bidder acknowledges receipt of the following addenda:

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated \_\_\_\_\_

BASE PROPOSAL: ATTACH YOUR PROPOSAL

The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address City/State/Zip Code

\_\_\_\_\_  
Phone No. E-mail Address Fax No.

\_\_\_\_\_  
Authorized Agent Signature Name & Title

\_\_\_\_\_  
Witness Signature Name

\_\_\_\_\_  
Tax Identification No. Date

ACCEPTANCE: This proposal is accepted by Grand Valley State University

\_\_\_\_\_  
Authorized Agent Signature Name & Title

\_\_\_\_\_  
Office Phone No. Cellular Phone No. Fax No.

\_\_\_\_\_  
38 1684280  
GVSU Tax Identification No. Date