



TO **Prospective Supplier**

FROM **Kip Smalligan, Sr. Strategic Sourcing Specialist, Procurement Services**
Ph 616/331-3211 Fax 616/331-3287 smalligk@gvsu.edu

DATE **September 18, 2019**

RE **Request for Proposal #220-02**
***The Foundation Review Journal* print, subscription, & peer review services**

The Dorothy A. Johnson Center for Philanthropy at Grand Valley State University is accepting proposals for print, subscription, and peer review services for its quarterly journal, *The Foundation Review*. The contract term is for three years. It is preferred that supplier provide at least two of the services, if not all three, but proposals for separate services will be considered.

If you wish to provide these services, submit your proposal by e-mail to smalligk@gvsu.edu no later than **12:00 p.m. EST on Friday October 4, 2019**. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, or illegible mail. **Write the RFP number RFP #220-02 in the subject line of your e-mail.**

GVSU RFP #220-02: Instructions

Submit your proposal by e-mail to smalligk@gvsu.edu no later than **12:00 p.m. EST on Friday October 4, 2019**. Your proposal must be received by that date and time. No telephone, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, or illegible mail. **Write the RFP number RFP #220-02 in the subject line of your e-mail.**

1. RFP Schedule:

Proposal Due Date	October 4, 2019 12:00 pm
Services start for printing and peer review service	January 1, 2020
Services start for subscription services	ASAP after RFP award

2. Should it become necessary to revise any part of the 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. Notice will also be posted on the Bid Opportunities page of the GVSU Procurement Services website at <http://gvsu.edu/purchasing/bid-opportunities-35.htm>. Each supplier should acknowledge receipt of addenda in their proposal on the proposal form, 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. Grand Valley State University reserves the right to accept or reject any or all proposals.

4. Include all costs to GVSU in your proposal. Provide a cost schedule for optional or variable costs.

5. Evaluation criteria will include:
 - a. Staff experience, credentials, and availability
 - b. Cost
 - c. Evidence of a company-wide approach to excellence

6. Acceptance of awarded proposal will be made by GVSU purchase order.

7. Grand Valley State University's Michigan sales tax exempt certificate will be made available to awarded supplier.

8. Complete the Proposal Form on page 4 and 5.

9. Direct all questions regarding this RFP to Kip Smalligan at 616/331-3211 or smalligk@gvsu.edu.

GVSU RFP #220-02: Specifications

1. *The Foundation Review* is the first peer-reviewed journal of philanthropy written by and for foundation boards and staff. It is published quarterly. The current issue can be viewed by [clicking here](#). GVSU is seeking supplier(s) for print, subscription, and peer review services.
2. The contract term for printing and peer review services would be for three years starting January 1, 2020 through December 31, 2023

The contract term for subscription services would start as soon as possible after RFP award and going through December 31, 2023.

3. It is preferred that supplier provide at least two of the services, if not all three, but proposals for separate services will be considered.
4. State any qualification or reservation if the capability cannot be fully met or can only be fully met with significant workaround or adjustment.
5. If you have not provided services for *The Foundation Review* in the past, include relevant project and staff experience, and capabilities. Include three customer references for similar projects.

Print services

Journal production and related editorial services, and manuscript tracking.

Printing, binding, and mailing.

Quote both digital and offset options.

Quote total cost per issue.

Average 500 copies of each issue.

Average issue size is 112 pages plus cover.

Cover 4/4 on 100# paper.

Cover: matte aqueous coating

Text 4/4 on 60# paper.

FSC logo placement

Prints in full color.

Trim size 7" x 10".

Perfect bound.

Labels and polybags for the mailings

Subscription services

Subscription purchase options: online, call, email, and mail.

Individual, Institutional, and Student rates.

Anytime start.

Customer service.

Renewal notices.

Reporting.

PCI Compliant.

Average of 150 individual and institutional subscribers.

Quote costs on an annual basis.

Peer Review services

Managing Editor services for electronic peer review.

Software is available to authors, reviewers, editors, productions staff and other authorized individuals.

Average of 8-10 articles per issue, 32-40 per year.



GVSU RFP #220-02 PROPOSAL FORM

The Foundation Review Journal Print, Subscription, & Peer Review Services

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.

Supplier 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) _____

Optional: Supplier states that company is at least 51% owned, controlled and actively managed by (check all that apply):

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

Supplier acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

I. BASE PROPOSAL _____ ATTACH YOUR PROPOSAL _____ dollars

(\$ _____)

The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

Company Name

Address

City/State/Zip Code

Office Phone No.

Cellular Phone No.

Fax No.

Authorized Agent Signature

Name & Title

Witness Signature

Name

Tax Identification No.

Date

VIII. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature

Name & Title

Witness Signature

Name

Office Phone No.

Cellular Phone No.

Fax No.

38 1684280

GVSU Tax Identification No.

Date