

SAN DIEGO
WORKFORCE
PARTNERSHIP®

Date: Friday, May 26, 2017

Subject: Request for Quotes (RFQ) – Printing Services

Request for Quote – Printing Services

The San Diego Workforce Partnership (SDWP) seeks a contractor to provide professional printing services.

Further details are discussed in the “Scope of Work” of this RFQ. The budget for this project may not exceed \$49,999.

Email your quote to desiree@workforce.org and deliver work samples by Wednesday, June 7, 2017 at 5 p.m. with the subject of the e-mail titled, “Quote for Printing Services.” Works samples should be mailed or hand delivered to:

San Diego Workforce Partnership
Desiree Roughton
3910 University Ave., Suite 400
San Diego, CA 92105

ORGANIZATIONAL OVERVIEW

The SDWP is a 501(c)(3) chartered by the County and City of San Diego to fund and deliver employment and training programs in the San Diego region.

For additional information, please visit workforce.org.

SCOPE OF WORK AND DELIVERABLES

We are looking to procure a printer who will provide print services to the administrative office of SDWP including:

- Business cards
- Bi-fold brochures
- Photocopies (color/black and white)
- Small print projects, such as postcards, note cards and folders
- Signage/posters

Also, we are looking for a service provider who is willing and able to/provide:

- Free pickup and delivery to SDWP offices
- Invoice SDWP for completed projects
- Create typeset or design products as needed to achieve maximum print quality
- Timely service response and turnaround (not to exceed 24 hours for rush projects)

Not to exceed: this project shall not exceed \$49,999. Any overages must be approved in writing by change order and executed by both parties.

Deliverables will be defined during the duration of the service agreement.

PROJECT TIMELINE

The term of service will be from July 2017 to June 2018, with the option to extend the agreement for two (2) additional one-year periods based on need, performance, and funding availability.

SUBMITTAL SCHEDULE

May 26, 2017	RFQ release date
June 7, 2017	Quotes and work samples due at 5 p.m. to desiree@workforce.org
June 23, 2017	Respondents notified of the RFQ selection
July 3, 2017	Contract start date

QUOTE FORMAT

Respondents must submit the following information:

1. Name and contact information (email, phone number) of the respondent
2. SSN or tax ID
3. Conflict of Interest Disclosure (see Attachment A)
4. Response Form for Pricing Information on Basic Printing Items (Attachment B)
 - a. Detailed information and specifications of goods being proposed
 - b. Goods deliverables timeline
 - c. Detailed goods cost
5. Works samples mailed or hand delivered to:

San Diego Workforce Partnership
Desiree Roughton
3910 University Ave., Suite 400
San Diego, CA 92105

SDWP prefers quotes with the following formatting:

- Font size: 12 point
- Spacing: 1.5
- Margins: 1 inch
- Pages: Single-sided

- Page numbering: Bottom right of page
- Language: English

EX-PARTE COMMUNICATION

All inquiries must be emailed to desiree@workforce.org. No phone calls will be accepted. No other individuals related to the SDWP (e.g., staff, board) are to be contacted regarding this matter. No other sources of responses or clarifications are considered valid.

SELECTION

Award will be based upon an assessment of overall value. The proposals will be scored based upon all components:

- Proposed price for printed items (45 points)
- Quality of work samples (35 points)
- Estimated turnaround time (20 points)

TOTAL POSSIBLE POINTS: 100

As an example, a bidder may propose a price that is more expensive than its competitors, but require less time to complete the same project or offer better overall quality, thus making the overall 'bottom line price' for this service a better value.

LIMITATIONS

Right to Cancel

SDWP reserves the right to cancel, delay, amend or reissue all or part of this RFQ at any time without prior notice. This RFQ does not commit SDWP to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. SDWP reserves the right to reject any and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of SDWP. SDWP reserves the right to negotiate with any respondent after the quote(s) are reviewed, if such action is deemed to be in the best interest of SDWP. Such negotiation should not be viewed by any respondent as an indication of contract award.

Cooling Off Period

SDWP shall not contract with any respondent whose quote was submitted by an individual or entity who, within the preceding twelve months, was themselves or employs anyone who is a current, dismissed, separated or formerly employed person of SDWP, and:

- Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or
- Participated in any way in the negotiations, transactions, planning, arrangements or any part of the decision making process relevant to the proposed

- contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or
- Is an owner, officer, principal, partner or major shareholder of the proposed Contractor.

This prohibition will apply to any qualified person(s) leaving the employ of SDWP, and will apply at all times during the twelve-month period beginning on the date the person left the employment of SDWP. This policy will apply to any procurements issued or contracts executed for program-related services and not to internal SDWP operational support executed within that twelve-month period.

Protest/Appeals Process

An appeal will only be considered valid if there has been a violation of the one of the following criteria:

- The procurement process as outlined by the RFQ/RFP was violated in some manner
- Federal, State and/or SDWP procurement guidelines, as described in SDWP Contract General Provisions, have been violated

An appeal would not be allowed:

- To contest individual scores, the rating system or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above
- By those other than RFQ/RFP respondents

The appeals process shall consist of the following steps:

- A written letter of appeal must be delivered to the RFQ/RFP contact
- The written appeal must specify evidence for valid appeal and the specific relief requested
- The written appeal must be received by SDWP within five (5) business days from the date the winning respondent for the RFQ/RFP is selected. For RFP's, SDWP's recommendation is publicly posted on SDWP's website. Pursuant to the Ralph M. Brown Act (Cal. Gov't Code §54950 et al.), the agenda for a publicly noticed meeting shall be posted no later than 72 hours prior to the meeting being held
- A designated third-party appeals review panel comprised of non-SDWP staff shall have ten (10) business days to determine if the criteria for a valid appeal have been met. The decision of the review panel shall be final with no provision for reconsideration