

Request for Proposal #2021-01

WELLESLEY PUBLIC SCHOOLS

High School Yearbook Publishing Services

RFP ADDENDUM #1 – Response to Questions

1. Can you please clarify the list of required completed forms? On page 7, the required forms are listed, but it does not follow the attached Exhibits A-O.

Response:

- a) Cover Sheet (Form A);
- b) Plan of Services (Form B);
- c) Non-Price Proposal (Form C);
- d) Price Proposal (Form D);
- e) References (Form E);
- f) Non-Collusion Affidavit (Form F);
- g) Tax Compliance Certification (Form G);
- h) Certificate of Authority (Form H);
- i) Disclosure of Lobbying Activities Form (Form I);
- j) Certificate Regarding Debarment, Suspension, Ineligibility & Voluntary Exclusion (Form J);
- k) Corporate/Partnership Form (Form K); and a
- l) W-9 Form.

2. Is it a requirement that the selected provider be able to handle the photography for your school as well as the yearbook publishing, or will photography be selected separately?

Response: We contract a photographer with a separate agreement that covers school pictures. This vendor agrees to cover and supply (1) All school ID photos (laminated) (2) All Senior class pictures and (3) all school-sponsored sports and events (including performing arts performances, senior events, etc...). All images are digital and MUST be in high-resolution. Vendor also supplies a secure, cloud-based storage system of images for multi-users.

3. On page 25, when you ask for “estimated cost of one yearbook” and then “total estimated printing cost of yearbook”, should I give a range similar to the specs. For example, one price for 550 copies and one price for 600 copies.

Response: Yes. The estimated cost of one (1) yearbook is best listed as a range (i.e. \$5 - \$6 per yearbook). The total estimated printing cost would be the estimated range of one (1) yearbook multiplied by the estimated press run of 550-600 yearbooks (i.e. \$5,750 – \$6,900).

4. Also on page 25, the next line asks for “total estimated printing cost of yearbook using 5 signatures of color”. But the program requirements state that you are only interested in a full-color yearbook. I would assume full-color yearbook means that all pages will be in color. Do you want a price for just 5 signatures in color and the rest black and white? Need some clarification there.

Response: Please omit the following line: ~~“Total Estimated Printing Cost of Yearbook using 5 Signatures of Color (60 pages each)”~~

5. Is it okay to submit a deadline/ fee structure for missing deadlines/ cover/ end sheet? Meaning that the fee would be different for missing one deadline by one week versus missing one deadline by four weeks.

Response: Yes.

6. Is it okay to estimate shipping? This would obviously change due to number of copies.

Response: Yes, based on shipments of similar size.

7. Written reference request (Exhibit E) asks for 3 schools that are similar in size and scope. But on page 8, References, asks for a complete list of all jobs similar in size and scope. Just looking for some clarification there. I am assuming if there are more than 3, I would make multiple copies of Form C and just fill that out with as many schools as needed.

Response: “Proposers must provide ~~three references~~ a complete list of all jobs performed in the past three (3) years that are similar in size and scope to this project. Any omission will be considered grounds to invalidate the proposer’s proposal.”

If the bidder has more than 3 references, they can make multiple copies of Exhibit E to be submitted with their proposal.

8. Just confirming that all paperwork needs to be filled out for Exhibit G & H (CORI background check and fingerprinting) but this doesn’t need to be completed before the award of the contract?

Response: *Exhibit G: Fingerprinting Requirements* and *Exhibit H: CORI Form* are only required once the Contract has been awarded.