

The Connecticut General Assembly

Joint Committee on Legislative Management

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DATE: March 13, 2014
TO: All Respondents of Record
FROM: Rachel A. Bishop
RE: Responses to Questions and Clarifications
2014 SDO District-wide Newsletters Printing and Delivery, JCLM14REG0037

The following Request for Proposal (RFP) clarifications are provided to those who have received the Connecticut General Assembly's RFP for the 2014 SDO District-wide Newsletters Printing and Delivery, JCLM14REG0037.

Please note that the deadline for receipt of all responses is **12:00 noon on March 31, 2014**, in the Office of Legislative Management, Room 5100, Legislative Office Building, Hartford, Connecticut.

Thank you for your interest.

JOINT COMMITTEE ON LEGISLATIVE MANAGEMENT

QUESTIONS AND ANSWERS

1. Is there a listing of what is to be submitted with the responses?

Part D of the Request for Proposal includes a list of required elements that shall be included in all responses. Any response not including these elements is subject to disqualification.

2. Shall responses include the gift affidavit and the campaign contribution form?

Yes. Please note that proposals will not be considered without a completed gift affidavit and the campaign contribution form.

3. Has this project been reserved for participation by set-aside responders certified as such by CT Department of Administrative Services (DAS)?

No.

4. Is a bid bond required to be submitted with the proposal?

No.

5. Can you please clarify any special instructions regarding the completion of the Attachment documents to this Request for Proposal?

Proposal Pricing Page (Attachment A)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Proof of Authorization Form (Attachment B)

This document shall be completed and included in the proposal. This form shall authorize an individual to sign and enter into contracts on behalf of the Respondent and should be notified and affixed with the corporate seal (if available).

Certification Form (Attachment C)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Gift and Campaign Certification (Attachment D)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Proposal Checklist (Attachment E)

Please indicate the pages number in which each requirement is provided in the RFP.

Bidder Contract Compliance Monitoring Report (Attachment F)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Vendor Profile Form (Attachment G)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

W-9 Form (Attachment H)

This Form shall be signed by the same individual who is authorized to sign and enter into contracts on behalf of the Respondent by the Proof of Authorization Form. This form is not required to be notarized.

Nondiscrimination Certification (Attachment J)

This Form does not need to be completed and submitted with the Proposal, but only upon Contract award. This Form is included in the RFP for informational purposes only. There are five different certification forms. Form A is always used for contracts with an individual who is not an entity, regardless of the contract value. Form B is always used for contracts with an entity when the contract value is less than \$50,000. Form C is recommended for contracts valued at \$50,000 or more with an entity. If Form C is not used, either Form D or E must be used; both require a resolution (new or prior).

- 6. If a Respondent is located within the 60-mile radius, but is outside of the State of Connecticut, is it still eligible to submit a Proposal?

Yes. Respondents located within the 60-mile radius, even if they are not located in Connecticut, are eligible to submit a Proposal.

- 7. Can you please supply last year's awarded contract pricing?

Please see Attachment 1 for this information.

- 8. Can you please supply last year's proposal pricing?

Please see Attachment 2 for this information.

ATTACHMENT 1
SCHEDULE OF VALUES

2013 SDO District-wide Newsletters Printing & Delivery

Newsletter Quantity	2 Color	Newsletter Quantity	2 Color
1. 28,000	\$1,930	14. 34,500	\$2,255
2. 28,500	\$1,945	15. 35,000	\$2,275
3. 29,000	\$1,960	16. 35,500	\$2,300
4. 29,500	\$1,980	17. 36,000	\$2,325
5. 30,000	\$2,000	18. 36,500	\$2,375
6. 30,500	\$2,020	19. 37,000	\$2,400
7. 31,000	\$2,050	20. 37,500	\$2,425
8. 31,500	\$2,080	21. 38,000	\$2,450
9. 32,000	\$2,120	22. 38,500	\$2,475
10. 32,500	\$1,280	23. 39,000	\$2,500
11. 33,000	\$2,195	24. 39,500	\$2,525
12. 33,500	\$2,210	25. 40,000	\$2,550
13. 34,000	\$2,225		
Additional Charge/Credit per 500 Newsletters	\$26	Author's Alterations Charges	\$40 per Hour

Cancellation Fees: The cost for materials and labor provided at the time of cancellations shall be reimbursed by the CGA. There will be no additional fees or penalties.

ATTACHMENT 2

2013 PROPOSAL PRICING

2 Color	Imperial Graphics	ABC Printing	Pyne Davidson	GHP
RFP Cost Evaluation Criteria (Section 3.3), Pricing				
Pricing per Newsletter Quantity - 2 Color				
28,000	\$1,930.00	\$2,332.00	\$2,429.00	\$3,330.00
28,500	\$1,945.00	\$2,369.00	\$2,468.00	\$3,370.00
29,000	\$1,960.00	\$2,406.00	\$2,508.00	\$3,410.00
29,500	\$1,980.00	\$2,443.00	\$2,547.00	\$3,450.00
30,000	\$2,000.00	\$2,479.00	\$2,591.00	\$3,505.00
30,500	\$2,020.00	\$2,516.00	\$2,627.00	\$3,545.00
31,000	\$2,050.00	\$2,552.00	\$2,664.00	\$3,585.00
31,500	\$2,080.00	\$2,588.00	\$2,703.00	\$3,625.00
32,000	\$2,120.00	\$2,626.00	\$2,743.00	\$3,665.00
32,500	\$2,180.00	\$2,662.00	\$2,782.00	\$3,705.00
33,000	\$2,195.00	\$2,699.00	\$2,821.00	\$3,745.00
33,500	\$2,210.00	\$2,735.00	\$2,861.00	\$3,785.00
34,000	\$2,225.00	\$2,771.00	\$2,905.00	\$3,825.00
34,500	\$2,255.00	\$2,808.00	\$2,941.00	\$3,865.00
35,000	\$2,275.00	\$2,845.00	\$2,979.00	\$3,905.00
35,500	\$2,300.00	\$2,881.00	\$3,018.00	\$3,945.00
36,000	\$2,325.00	\$2,918.00	\$3,057.00	\$3,985.00
36,500	\$2,375.00	\$2,955.00	\$3,097.00	\$4,025.00
37,000	\$2,400.00	\$2,990.00	\$3,136.00	\$4,065.00
37,500	\$2,425.00	\$3,028.00	\$3,175.00	\$4,105.00
38,000	\$2,450.00	\$3,064.00	\$3,219.00	\$4,145.00
38,500	\$2,475.00	\$3,101.00	\$3,255.00	\$4,185.00
39,000	\$2,500.00	\$3,137.00	\$3,293.00	\$4,225.00
39,500	\$2,525.00	\$3,174.00	\$3,332.00	\$4,265.00
40,000	\$2,550.00	\$3,210.00	\$3,371.00	\$4,305.00