

HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
Request for Information and Registration
08-34: 2007 - 2008 CATALOG
Reverse Auction

Acknowledgement: Please acknowledge receipt of this RFB by completing the information requested below and faxing to 717/780-2325 upon receipt.
Please also include this page with your response.

Vendor Name: _____ Contact Name: _____
Address (include city, state, zip): _____

Phone: _____ Fax: _____ Email: _____

Check One: **We will** _____ **Will Not** _____ be responding to this RFB.

If not responding, please explain briefly: _____

Dates:

Date of Issue: **Monday, January 7, 2008**

Acknowledgement Sheet Due Date: **Wednesday, January 16, 2008 by 10:00AM**

Vendor Qualification Package Due Date: **Wednesday, January 16, 2008 by 10:00AM**

AUCTION DATE: Thursday, January 17, 2008@ TIME 10:00AM to 10:15AM

Board Meeting: **Tuesday, February 5, 2008** (Please note: Final official bid results will be released after this date. All vendors who respond to the RFB will receive an award notification letter in the mail within one week of this date.)

HACC Information and Bid Delivery:

Address: Purchasing Office/W130
One HACC Drive
Harrisburg PA 17110-2999

Contact: Garry Crider, Director of Purchasing
Or Sue Davis, Purchasing Technician

Phone: 717/780-1164

Fax: 717/780-2325

Request for Information and Registration
HACC, Central Pennsylvania's Community College
#08-34

For

2007 - 2008 CATALOG

Reverse Auction

REVERSE AUCTION DATE:

Thursday, January 17, 2008
TIME 10:00AM to 10:15AM

1. KEY DATES

Important dates including Information and Registration deadlines are shown below. Formal addendum to this RFB will be issued to the Proponents notifying of any changes to these dates. Dates indicated are tentative and may be changed during the RFB process due to revision(s) of any part of the Request for Information and Registration because of questions from Proponents and/or additional Information and Registration requested after the Information and Registration Opening.

| ACTIVITY | DATE & TIME |
|--|--|
| Advertisement Request for Qualifications | Monday, January 7, 2008 |
| Acknowledgement Sheet Due Date: | Wednesday, January 16, 2008 by 10:00AM |
| Vendor Qualification Package Due Date | Wednesday, January 16, 2008 by 10:00AM |
| Bid Event | Thursday, January 17, 2008, from 10:00AM to 10:15AM |
| Award of Contract | Following: Tuesday, February 8, 2008 BOT Meeting |

I. PURPOSE

HACC, Central Pennsylvania's Community College is issuing information and specifications for establishing an online Reverse Auction using a third party, **eDynaQuote**, for the attached **2007 - 2008 CATALOG** package. The Scope of Work is listed at the end of this Request for Information and Registration.

In order to simplify HACC's task of evaluating all vendors on the same bases, we have developed a format in which all Information and Registrations must be prepared. Failure to adhere to this format and/or omission of any information that is required will result in your disqualification. This information can be found in the **Vendor Qualification Packet** associated with this RFB document.

This document contains minimum specifications for the Product(s) that must be met to be considered eligible to participate in the reverse auction. Vendors should also review the Terms and Conditions link associated with this document and additional information about the online reverse auction company **eDynaQuote** by visiting www.edynaquote.com. Vendors may register their companies with **eDynaQuote** and those deemed eligible to bid by HACC will be invited to participate via the auction website. Participation in this process is completely free and vendors may decline to participate at any time prior to the reverse auction event.

II. SPECIFICATIONS

1. Bidders shall provide pricing on the entire package of items.
2. Pricing shall include shipping & handling.
3. **Communication concerning this Request for Proposal can only be with Garry Crider, Director of Purchasing (717-780-1164 or cgrider@hacc.edu). Oral communication with any other College employee, unit, department, or organization concerning this RFP is not binding on the College and shall in no way modify the RFP, or the obligation of the College or the Vendor; and may deem the Proposer's proposal void.**

III. OTHER INFORMATION

1. This will be a non-binding reverse auction. Lowest bid will be reviewed by the College's Board of Trustees for final approval before award will be official. Board meetings are held the first Tuesday of every month except in July and August. Vendors will receive official notification of award after the College Board of Trustees meeting.
2. During the Reverse Auction, Bidders will be requested to supply pricing for the 2007 - 2008 CATALOG.
3. Pennsylvania State Contracts: It is HACC's intent as an institution of higher education in the Commonwealth of Pennsylvania to utilize existing State contracts if they provide the most advantageous pricing and general terms and conditions to the College. Bidders who can present their best offer by using an existing State contract should provide the contract number on their Vendor Qualification Form.
4. HACC, Central Pennsylvania's Community College is a member of the following

- a) COSTARS – Cooperative Sourcing to Achieve Reductions in Spend
 - b) Educational & Institutional Cooperative Service, Inc.
 - c) Horizontal Resource Group
 - d) Provista
 - e) US Communities
 - f) Amerinet
5. Tax Exemption: HACC is a Non Profit, Tax Exempt organization. A certificate of tax-exempt status will be provided to the selected provider.
6. Upon Board approval a purchase order will be issued by HACC for the bid item(s) and faxed to the vendor.

Vendor Qualification Packet

- The forms and instructions included in this packet must be completed and submitted to the following location in order to be considered for eligibility in the reverse auction process:

Mailing Address

Reverse Auction - Purchasing Office W130B
HACC – Central Pennsylvania’s Community College
One HACC Drive
Harrisburg, PA 17110

Fax: 717/780-2325

- Questions about this process or requirements should be directed to:

Garry Crider, Director of Purchasing
Phone: 717/780-1164 Fax: 717/780-2325 Email: cgcrider@hacc.edu

- Due Date: Requests for registration will be accepted until Wednesday, January 16, 2008. **Please Note, HACC encourages that Bidders register prior to this date.**

- This packet contains the following:

1. Vendor Qualification Form
2. Requirements for Qualification
3. Terms and Conditions
4. Scope of Work - Specifications

- **NO pricing information should be submitted at this time.**

- Process is as follows:

1. Vendor reviews RFI specifications and terms and conditions thoroughly.
2. Vendor submits Qualification Packet as outlined in this document.
3. Vendors deemed eligible to participate in online reverse auction will be notified by HACC with date, time, and details of auction. Vendors deemed ineligible will receive explanation of denial.
4. Reverse auction event is held
5. **Lowest bid** will be submitted to HACC Board of Trustees for approval at monthly Board meeting, held on the first Tuesday of every month.
6. Upon Board approval a purchase order and/or contract will be signed and issued to low bid vendor.



HACC – Central Pennsylvania’s Community College

Vendor Qualification Form

HACC Bid Number: 08-34 Bid Name: 2007 - 2008 CATALOG

Purpose: Vendors interested in participating in the online bidding process must complete and submit this form and all additional requested documentation to be considered for eligibility to bid. Failure to submit any requested information will automatically disqualify the vendor from the bidding process.

Business Name: _____

P. O. Address: _____

Remit Address: _____

Fed ID/SS#: _____ Prompt Payment Discount Terms: _____

Phone: () _____ Fax: () _____

Contact Name: _____ Email: _____

- Do you accept Visa? Y ___ N ___
- Do you prefer to receive purchase orders by (circle only one please): MailFax Email
- Please provide the permanent fax number or email address below if that is a preferred method.

Email address: _____ Fax number: _____

- Is this an M/WBE (Minority/Woman Owned Business Enterprise)? Y ___ N ___
- If yes, State certif. #: _____
- Are you a State of PA Qualified Vendor? If yes, list commodity and contract numbers:
- Has this company ever been debarred (State or Federal) from bidding on any projects in the past? Please describe circumstances.

Requirements for Qualification Qualification Packet

Following is the list of all documentation you must submit in order to be considered for eligibility to participate in the reverse auction. **Your Qualification Packet should be neat, clearly labeled, and organized in the same order as listed below:**

1. Acknowledgement Sheet
2. Vendor Qualification Form
3. Signed Terms and Conditions page.

Terms and Conditions
For
08-34
2007 - 2008 CATALOG

Bidder certifies that their company and products/services proposed meet all specifications, terms and conditions contained herein and in the RFB.

Yes _____ No _____*

*Bidder has included explanation of all deviations from RFB specifications in writing for consideration.

By signing below, I am indicating that I have read and understand all terms and conditions in regards to my application for qualification to participate in the reverse auction process, and I have read all terms and conditions provided on the **eDynaQuote** website in regards to this bid. I understand that no pricing information should be submitted at this time. I have provided herein complete and accurate information to the best of my knowledge. I understand that HACC will use this information to determine my eligibility to bid on the goods/services described in the Specification section (II) of the RFB.

Signature Authorized Representative

Title

Date

HACC, Central Pennsylvania's Community College
#08-34
For
2007 - 2008 CATALOG

HACC, CENTRAL PENNSYLVANIA'S COMMUNITY COLLEGE
REQUEST FOR BID - SPECIFICATIONS
To be completed for the February 2008 Board of Trustees meeting

| | |
|------------------------------|---|
| Method of Printing | Offset |
| Size | Size bound: 8 1/2"w x 10 7/8"h: with 5/8" spine. |
| Number of Pages | Cover (printed 4/color one side, blank one side), plus 288 text pages |
| Quantity | 20,000 |
| Stock | Cover: 8 pt. (coated one side) white cover stock |
| Inside signatures: | Number 1 grade, 60# offset opaque— 82 brite <i>NOTE: Color and brightness of cover and inside stock should match as closely as possible.</i> |
| Inks | Outside cover: Four color process photography with HACC logo as a four-color match (PMS 201) full bleed, one side only. Other side is blank – no printing. Inside signatures: Black only, plus screens that bleed on outside edge on about 170 pages |
| Art & Mechanicals | College to supply electronic files of all page formats with halftone photo scans in place. |
| Cover photos | Full color cover electronic artwork will be submitted. |
| Text Halftones | Halftones scanned at 133 line screen. <u>Approximately 50 black and white halftones</u> for inside signatures. NOTE: 16 of these halftones occur on the Board of Trustees page – portraits - @ 1 ¼ x 1 ½ inch halftones. |
| Text | Prepared in Quark Xpress, Mac-based. Printer to indicate their file specifications for receiving electronic documents. |

| | |
|----------------------------------|--|
| Files uploaded to Printer | Target date for the printer to receive publication files is March 10, 2008 . |
| Proofs | Printer will output page files from college-supplied files and will deliver via overnight courier to the college for initial proof before negative output. College will make any modifications necessary on the electronic files, or will approve with no changes necessary, and will return the material to the printer via overnight courier. Printer will supply one color proof of cover. College will return via overnight courier. If color revisions are required, printer will supply another proof. |
| Blueline | Printer will supply a blueline proof of complete catalog. Allow three days for college proofing. The college will return via overnight courier. |
| Binding | Cover scores, perfect binding. |
| Trim | Trim flush on top, bottom, and side with strict conformity to specified margins. Signatures must be aligned precisely. |
| Delivery | Printer to deliver in convenient cartons of about 25, FOB Destination - HACC. Deliver to: HACC Mail Center, Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110-2999. |
| Delivery Date | Target delivery date is April 7, 2008 . The college will make every effort to allow the printer a full six weeks production time. Delivery date is subject to change if the <u>college experiences any delay in preparing the</u> publication for the printer. |
| Remarks | Specifications call for first-quality printing. Required are: consistent inking, even trim and reproduction of halftones. No substitutions may be made by printer without the prior written authorization from the Public Relations Office, Blocker Hall 111, Harrisburg Area Community College, One HACC Drive, Harrisburg, PA 17110-2999. |

Job will not be accepted unless these standards are met. All photos, art and disks are to be returned to the Public Relations Office when the job is delivered on April 7, 2008. Job will not be accepted unless items are returned.

HACC will not accept an underrun nor pay for an overrun of more than two percent (2%) of the quantity specified.

Any questions regarding the bid process must be addressed to Garry Crider, Director, Purchasing; fax number (717) 780-2325. Telephone (717) 780-1164.

HACC – Central Pennsylvania’s Community College
Request for Information and Qualification
08-34 – 2007 - 2008 CATALOG

HACC – Central Pennsylvania’s Community College is requesting information to be used to qualify vendors to participate in an online reverse auction for **2007 - 2008 CATALOG**. Specifications and further information may be obtained at: www.hacc.edu (click on “Business & Community” – under “Purchasing”, click on “Request for Proposals”) beginning **-Monday, January 7, 2008**. Vendor qualification requests due by **1:00PM** on **Wednesday, January 16, 2008**, in Whitaker Hall room 130. HACC is committed to providing opportunities for Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE). HACC encourages MBE and WBE firms to submit a Bid for the Work and all bidders to proactively solicit MBE and WBE firms in the bidding and subcontracting process.