HACC – CENTRAL PENNSYLVANIA’S COMMUNITY COLLEGE
Request for Information and Registration
09-27: HACC CONNECTIONS MAGAZINE
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 26, 2009
Deadline for Questions: Thursday, February 5, 2009 by Noon
Responses to Questions Due: Friday, February 6, 2009 by 4:00PM
Acknowledgement Sheet Due Date: Monday, February 9, 2009 by 1:00PM
Vendor Qualification Package Due Date: Monday, February 9, 2009 by 1:00PM
AUCTION DATE: Tuesday, February 10, 2009@ TIME 11:00AM to 11:15AM
Board Meeting: Tuesday, March 3, 2009 (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
#09-27

For

HACC CONNECTIONS MAGAZINE

Reverse Auction

REVERSE AUCTION DATE:

Tuesday, February 10, 2009
TIME 11:00AM to 11:15AM
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.

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<td>Bid Event</td>
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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 HACC CONNECTIONS MAGAZINE 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 cgcrider@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 HACC CONNECTIONS MAGAZINE.

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. (E & I)
c) Horizontal Resource Group
d) Provista
e) Amerinet
f) US Communities

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: cgcridert@hacc.edu

- Requests for written explanation or clarification shall be made in writing and submitted in an envelope marked "Questions Related to RFP # 09-27" to HACC, Central Pennsylvania’s Community College, Purchasing and Business Services Office, ATTN: Garry Crider, Director of Purchasing, One HACC Drive, Harrisburg PA 17110, or by Fax 717-780-2325. Email Questions are acceptable at cgcridert@hacc.edu. Such requests must be received no later than Thursday, February 5, 2009 by Noon.

- Due Date: Requests for registration will be accepted until Monday, February 9, 2009. 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. HACC is setting aside time for questions prior to the auction. Questions will be responded to prior to the auction date.
  4. 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.
  5. Reverse auction event is held
  6. **Lowest bid** will be submitted to HACC Board of Trustees for approval at monthly Board meeting, held on the first Tuesday of every month.
  7. Upon Board approval a purchase order and/or contract will be signed and issued to low bid vendor.
Vendor Qualification Form

HACC Bid Number: **09-27**  Bid Name: **HACC CONNECTIONS MAGAZINE**

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): Mail Fax 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
Terms and Conditions
For
09-27 HACC CONNECTIONS MAGAZINE

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
#09-27
For
HACC CONNECTIONS MAGAZINE

SPECIFICATIONS

Method of Printing
- WEB or offset/sheet fed press

Size
- 8.5 x 11 inches

Number of Pages
- (36) 8.5 x 11 inch numbered pages, including cover pages
- Printer to bid on additional pages by 4 page increments (40, 44, 48)
- The cost of Author’s Alterations is to be included in bid. Bid per page.

Quantity
- Printer to bid on 40,000
- mailing list, current resident and addresses provided by HACC

Stock
- **COVERS:** 80# white gloss text first run sheets only—seconds not acceptable.
- **TEXT:** 60# white gloss text first run sheets only—seconds not acceptable.
- Can quote on a house stock at 80%-90% brightness, samples must be provided.
- Stock must be compatible and match

Inks
- Bid full color and bleeds throughout magazine.
- Artwork is COMMON throughout entire book.

Type, Art & Mechanicals
- Proofs and blueline to be provided by printer. Complete document files provided by HACC Public Relations Department.

Photographs
- Photographs, if any, will be appropriately scanned and placed within the formatted document by HACC. Artist will confirm line screen and other specifications before files are sent.

The cost of 24 Author’s Alterations is to be included in bid.

Proofs
- College will require a minimum of two full working days to review blueline proof. HACC Public Relations Department will schedule a meeting, whether in person or by phone, to arrange a production schedule with the printer who is awarded the contract.
• ONE set of blueline proofs for one proofing opportunity are required for HACC proofreading purposes. Proofs are to be mailed/delivered to Harrisburg Campus, Public Relations Department.

• If, upon receipt of proofs, HACC feels that printer errors are excessive, that set of proofs will be returned to the printer to adjust and remit new proofs. The corrected proofs will be required at no extra cost to the College, and should in no way affect the agreed-upon production schedule.

• OF SPECIAL NOTE: Delivery and pick up of proofs are printer’s responsibility and any costs will be the responsibility of the printer. If an overnight courier service is required, the printer must furnish an account number of the courier of their choice to pay for the services. If an account number cannot be furnished, the printer must be responsible for accepting collect shipment charges or must agree to have the overnight charges deducted from the bill for printing and mailing services.

Folding
• To finished size of 8.5 x 11 inches with saddle stitch.

Trim
• Trim flush on top, bottom, and side with strict conformity to specified margins. STRICT ATTENTION MUST BE PAIRED TO PROPER ALIGNMENT OF PAGES AND EVEN TRIM. TRIMMING ERRORS WHICH PLACE THE SIZE OF THE MAGAZINE BEYOND POSTAL REQUIREMENTS FOR FLAT RATE MAILING WILL NOT BE ACCEPTED.

Copy
Files will be submitted as high resolution PDF’s. Workable Indesign files available if needed.

Delivery
DATE-SENSITIVE MATERIAL: STRICT ADHERANCE TO DELIVERY DATES MUST BE OBSERVED. Dates will be verified with printer.

• On-campus magazines must be delivered on or before March 25, 2009
• Printers should confirm delivery address with the Public Relations Office prior to delivery.
• Mail processing and Post Office deliveries should complete as close to deadlines stated above, and with postal delivery scheduled 1 week after delivery. Dates will be verified with printer.

Postal Processing
• Campus copies: Postal indicia must be removed from back cover on campus copies of the tabloids.
• Names and addresses mailing lists: Printer should bid on mailing fulfillment – applying current resident and addresses, sorting, bundling, traying and/or otherwise preparing tabloids for proper delivery to the U.S. Postal Service. Direct mail names and addresses will be provided to the printer by the HACC Mail Center.

• It is the responsibility of the printer to see to it that in preparing the mailing, all pieces for the same post office must be secured in packages so far as practicable, and each package must bear a facing slip showing desired distribution (city, state, zip code and carrier route i.d.). If the pieces are tied in quantities, the actual number must be shown on the facing
slip. The bundles must be secured in such a manner that bundles are not broken and facing slips are secure in post office handling. The Postal Service will not accept broken bundles. If the printer desires to pallet the mailing for delivery to the Postal Service, the printer is responsible for following the regulations as outlined in section M045 of the Domestic Mail Manual of the Postal Service. If the above regulations are not followed, the Postal Service may reject the mail. If a mailing is rejected by the Postal Service, the printer will be required to repair all errors to bring the mailing into compliance with Postal Service regulations.

**OF SPECIAL NOTE**

- A copy of USPS form 3602 with HACC JOB TITLE CLEARLY MARKED ON FORM must be delivered faxed to the Manager of Mail and Receiving Services, HACC – Central Pennsylvania’s Community College, at the time of mailing. Fax number: 717-780-2670.

**Remarks:**

- 100% of tabloid copy available to printer NO LATER THAN March 4, 2009
- 25 samples of finished magazine must be delivered to the Public Relations Office of HACC

**Terms (PLEASE READ CAREFULLY)**

- If, after proof of a certain tabloid, it is determined by the HACC Public Relations Department that there exists a reasonable possibility that the printer is incapable - whether through non-performance, lack of adequate service, or improper scheduling - of completing the tabloid within the requirements of the HACC Public Relations Department, HACC retains the right to cancel the remainder of the contract at no added penalty or cost.
- Specifications call for **first quality printing**: consistent inking and screens, even trim, folding and pagination. No substitutions on specifications may be made by printer without prior approval of the Public Relations Department. Job will not be accepted unless all specifications and instructions regarding copy, layout, camera and press are met.
- All photographs, art, dummies, and copy are to be returned to the Public Relations Department when job is delivered.
- HACC cannot accept an underrun nor pay for an overrun of more or less than 1% of the quantity specified. If the job is underrun, HACC should be notified in advance of billing, and should be credited for the underage. If overrun, HACC should be notified in advance of billing, and the additional amount should be billed separately from the bid amount approved by the HACC Board of Trustees. All art and photos are the property of Harrisburg Area Community College and are to be returned to HACC on completion of job.
- The College reserves the right, until March 4, 2009, Dates will be verified with printer, to significantly reduce/increase the quantity of tabloids to be printed and mailed. The printer will be notified of these changes immediately upon approval.
PROPOSALS:
HACC, Central Pennsylvania’s Community College

09-27 HACC CONNECTIONS MAGAZINE

PRICES WILL BE SUBMITTED ON THE REVERSE AUCTION SITE, www.edynaquote.com. At the end of the Reverse Auction, all bidders will be required to submit the below information to evaluate questions 2 thru 5.

PLEASE DO NOT EMAIL PRICING UNTIL AFTER THE REVERSE PRICING.

Base bid
- TOTAL PRINTED QUANTITY OF 40,000 HACC MAGAZINES.
- 36 PAGES - COVER AND TEXT PAGES ARE ALL COMMON.

Net FOB the following locations:
- **CAMPUS COPIES:** POSTAL INDICIA MUST BE REMOVED FOR CAMPUS COPIES – deliver to HACC Mail Center, Harrisburg Campus.
- 35,000 mailing list, names and addresses provided by HACC

Base Bid – Printing of 40,000 HACC MAGAZINE: $___________
Mailing fulfillment (preparing for mailing – does not include postage) $___________
Total Bid: (add cost of magazines and mailing fulfillment) $___________

2. Additional cost, per 1,000 $___________
3. Additional cost for four pages $___________
4. Cost per Photograph $___________
5. Cost for AA’s, per page, beyond allocated 24 AA’s $___________

ESTIMATOR_____________________________________
PHONE_________________________________________
NAME OF COMPANY________________________________
I HAVE READ THE RFB DOCUMENT CAREFULLY AND UNDERSTAND THE PRINTER’S REQUIREMENTS AND RESPONSIBILITIES DEFINED THEREIN.

Mail or fax your bid to: Garry Crider, Director, HACC Purchasing Department, Whitaker Hall, Room 130
One HACC Drive, Harrisburg, PA 17110
fax: (717) 236-0709 telephone: (717) 780-1164

Questions on any bid or printing specifications should be referred to:
Garry Crider, Director, Purchasing Office, 780-1164.
HACC – Central Pennsylvania’s Community College
Request for Information and Qualification
09-27 –HACC CONNECTIONS MAGAZINE

HACC – Central Pennsylvania’s Community College is requesting information to be used to qualify vendors to participate in an online reverse auction for 2009 HACC CONNECTIONS MAGAZINE. 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 26, 2009. Vendor qualification requests are due by 1:00PM on Monday, February 9, 2009, 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.