



**Issue date: July 15, 2015**

**Invitation to Proposals title: Middle School and High School Yearbooks**

**RFP number: FWPS RFP0701515**

**RFP due date and time: July 29, 2015 2:00pm**

**Proposal delivery address:**  
**Federal Way Public Schools**  
**Attn: Lynn Shore**  
**33330 8<sup>th</sup> Ave S**  
**Federal Way, WA 98003**

The Federal Way School district is seeking proposals from qualified yearbook publishing companies for management and classroom support in the preparation and the printing of yearbooks for seven (7) middle schools and four (4) high schools. It is the intention of the District to award a contract(s) based on the proposal best meeting the needs of the schools yearbook programs relative to the award criteria listed in this Request for Proposal. These instructions are a part of any contract awards made by the Federal Way Public Schools Board of directors for yearbook services and pricing.

The terms "bidder", "vendor" and "proposer" as well as "bid" and "proposal" are used throughout this document to refer to the vendor and their submission in response to this RFP.

Prospective vendors must be prepared to demonstrate their company's services upon request after submission of their proposal. Such a demonstration may include the company's computer programs designed to assist the school in layout, copy, and/or index submission at the direction of the school's yearbook advisor. This demonstration will be no longer than 30 minutes in length and must be attended by the local representative designated within this proposal. Demonstrations will be requested at the sole discretion of the District or may not occur at all.

Each proposal is to be filed in a sealed envelope and marked with the appropriate proposal name, date and deadline time. All proposals must be at Federal Way Public Schools offices on or before the time shown above or they will not be accepted. Proposer must submit one (1) original and one (1) copy of the completed Request for Proposal Documents. Faxed, e-mail, or "postage due" proposals will be not be accepted by Federal Way Public Schools.

**PROPOSAL CERTIFICATION:** The signature on this RFP certifies that the vendor has read this Request for Proposal in its entirety, is authorized to bind the contract, and agrees to furnish the requested supplies or services in accordance with this Request for Proposal. All signatures must be in ink.

**Purchasing Official:** Lynn Shore, Buyer  
**Phone:** 253-945-2051  
**Email:** [lshore@fwps.org](mailto:lshore@fwps.org)

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

NAME (TYPE OR PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDENDUM(s) RECEIVED \_\_\_\_\_

**RFP advertised in the Daily Journal of Commerce July 17 and July 22 of 2015.**

## INSTRUCTIONS FOR VENDORS

1. **PROPOSAL REVIEW:** Carefully review this RFP for defects or objectionable material. RFP comments concerning defects or objectionable material or any questions with regard to this RFP must be made in writing and received by the purchasing authority at least **five (5) days** before the RFP opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective RFP, upon which award cannot be made, and the resultant exposure of RFP prices. RFP comments should be sent in writing to the authority listed on the front of this RFP.
2. **SUBMITTING PROPOSALS:** Envelopes containing RFPs must be sealed, marked, and addressed as shown in the example below. Put the RFP number, deadline date and deadline time on the envelope containing the RFP response. Envelopes not containing this information may result in a rejected proposals. late proposals will be returned unopened.

Purchasing Department  
Federal Way Public Schools No. 210  
33330 8<sup>th</sup> Ave S  
Federal Way WA 98003

RFP title/number: Middle and High School Yearbooks FWPS RFP071515  
Response Deadline: July 29, 2015  
Time: 2:00pm

Vendors shall use this and any attached forms in submitting proposals. No other forms will be accepted.

3. **PRODUCTS:** Unless otherwise specified, all prices shall be for new merchandise. Price proposals shall include all handling and packaging costs. Price proposals for equipment shall include cost of instruction and services manuals where appropriate. The District reserves the right to accept KCDA and state contract pricing in lieu of a proposal.
4. **PRICES:** The RFP shall state prices in the units of issue. Prices quoted for commodities and service must be in US funds and include applicable federal duty, brokerage fees, packaging, and transportation costs to the FOB point so that upon completion of the service or transfer of title the commodity can be utilized without further cost. Prices quoted must be exclusive of federal, state and local taxes. Invoices submitted for payment shall include a separate line for all taxes required by State of Washington law. All pricing has been determined independently, without consultation, communication or agreement with others for the purpose of restricting this RFP.
5. **ADDENDUMS:** List all addendum(s) received by name and addendum number on the first page of this RFP.
6. **SPECIFICATIONS/ALTERNATIVES AND EQUALS:** The District often uses manufacturer's brand and model designations as a specification standard. In some cases, special brands are designated for compatibility with existing facilities or equipment. Offerings of alternate quality of features will, at the District's discretion, be considered on an "alternate" basis. Brands of equal specification, quality, performance, and use may be considered on an "equal" basis; however the District reserves the sole right in qualifying an "equal". All proposals must include a complete description and descriptive literature with the proposals document when an "alternate" or "equal" is proposed. If the District accepts a proposal on an "alternate" or "equal" basis and the vendor has proposed the wrong item, as determined by the District, the Vendor agrees to pick up the item at their expense and refund any payment for the item within 30 days.
7. **VENDORS CERTIFICATION:** By signature on their proposal, vendors certify that: they have read this Request for Proposal; are authorized to bind the vendor; and agree to furnish the requested supplies, equipment, references or services in accordance with these proposals.

- 8. MISCELLANEOUS:** Illegible proposals will be rejected. Retain a copy for your records. All proposals and other materials submitted become the property of Federal Way Public Schools. Public records are open to reasonable inspection by the public.

### **GENERAL TERMS AND CONDITIONS**

- 1. AUTHORITY:** This RFP is written in accordance with R.C.W. 28A.335.190 and the applicable policies of Federal Way Public Schools.
- 2. COMPLIANCE:** In the performance of a contract that results from this RFP the vendor must comply with all federal, state, and court regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable taxes.
- 3. TAXES:** Federal Way Public Schools is exempt from Federal Excise Tax. The District is required to remit Washington State Sales Tax including purchases outside of Washington where no sales tax is collected. Items purchased for fund raising purposes will be exempt from Washington State Sales tax under RCW82.04.3651.
- 4. DELIVERY:** Proposals prices are to be FOB Destination and shipping is to be prepaid and included (by the vendor). All items ordered may not be delivered to the same address within the District. All merchandise is subject to inspection and acceptance by District personnel before final payment.
- 5. PACKING LISTS:** Packing lists must accompany all deliveries and include vendor's name, purchase order number, proposal item number, unit of purchase, quantity shipped and quantity backordered. Packing lists are not considered invoices.
- 6. PAYMENT:** Federal Way Public Schools' payment terms are NET 30. Invoices should be reviewed for accuracy to reflect information and pricing as proposed. At the discretion of the District, partial payments will be made for partial deliveries.
- 7. CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this RFP, the contractor is obligated to fulfill its responsibilities until warranties, guarantees, maintenance and parts availability requirements have completely expired, and beyond.
- 8. RIGHT OF INSPECTION:** The Contractor shall provide right of access to its facilities to Federal Way Public Schools, or any of its officers, authorized agent or official, at reasonable times, in order to monitor and evaluate performance, compliance and/or quality assurance under this contract.
- 9. SUITABLE MATERIALS:** Unless otherwise specified, all materials, supplies or equipment offered in the RFP shall be new, unused, of the latest edition, version, and model or of recent manufacture. All products offered shall meet or exceed the applicable requirements of OSHA and WISHA.
- 10. FIRM OFFER:** For the purpose of award, offers made in accordance with this RFP must be good and firm for a period of ninety (90) days from the date of the RFP response deadline.
- 11. EXTENSION OF PRICES:** In case of error in the extension of prices in the RFP, the unit prices will govern, in a lot RFP the lot prices shall govern.
- 12. RFP PREPARATION COSTS:** Federal Way Public Schools is not liable for any costs incurred by the RFP preparation.

13. **RFP REJECTION:** Federal Way Public Schools reserves the right to reject any or all proposals, and to waive informalities or irregularities in any proposal. No faxed, e-mailed, or “postage due” proposals will be accepted.
14. **ADDENDUMS:** If it is necessary for Federal Way Public Schools to issue an addendum to this RFP it will be promptly mailed to all interested parties registered with the Purchasing Department. If mandatory pre-proposals meetings are held, the addendum may only be sent to those who attended. All official clarifications or interpretations of the RFP documents will be by written addendum. Clarification given in any other form will be unofficial. It is the vendor’s responsibility to be aware of addendum(s) associated with an RFP.
15. **CONTRACT FUNDING:** Vendors are advised that the District anticipates the availability of funds for this RFP. Quantities identified are the *estimated* number of each item needed and will be used in the proposal evaluation process; however, the District reserves the right to increase or decrease actual quantities ordered. Unit pricing must be valid regardless of quantity ordered. Each item may be awarded individually.
16. **ASSIGNMENT (RFP):** Assignment of the rights and duties under a contract or Purchase Order resulting from this RFP is not permitted unless authorized in writing by Federal Way Public Schools Purchasing Department.
17. **FORCE MAJEURE:** (Impossibility to perform) The contractor is not liable for the consequences of any failure to perform, or default in performing any of its obligations under this agreement, if that failure default is caused by any unforeseeable Force Majeure, beyond the control of and without the fault or negligence of the contractor. For the purposes of this RFP, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.
18. **LATE RFP’S:** Late RFPs are those received after the date and time set for the receipt of the RFPs **AND WILL BE REJECTED.**
19. **CONTRACT EXTENSION:** Unless otherwise provided in the RFP, Federal Way Public Schools and the successful contractor agree: (1) any holding over of the contract excluding any exercised renewal options will be considered as a month-to-month extension with all other terms and conditions remaining in effect and (2) to provide written notice to the other party of intent to cancel the month to month extension at least thirty (30) days before the desired date of cancellation.
20. **DEFAULT:** In case of default by the contractor, for any reason whatsoever, Federal Way Public Schools may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
21. **HOLD HARMLESS:** The contractor will indemnify, hold harmless and defend the school district, its officers, agents and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the contractor, subcontractor or anyone directly or indirectly employed by them in the performance of this contract.
22. **JURISDICTION:** This RFP has been and shall be construed as having been made and delivered within the State of Washington and it is agreed by each party hereto that this proposal shall be governed by the laws of the State of Washington, King County, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this RFP or any provisions thereof shall be instituted and maintained and venue shall be only in the courts of competent jurisdiction in King County, Washington.

23. **ORDER DOCUMENTS:** Federal Way Public Schools is not bound by a vendor contract signed by a person who is not specifically authorized to sign for Federal Way Public Schools.
24. **BILLING INSTRUCTIONS:** Invoices must be billed to the invoicing address shown on the Purchase Order and not to the Purchasing Department. Federal Way Public Schools will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to Federal Way Public Schools, Accounts Payable Department.
25. **COPYRIGHT PROVISIONS:** Unless otherwise provided, all Materials produced under this contract shall be considered “works for hire” as defined by the U.S. Copyright Act and shall be owned by Federal Way Public Schools. Federal Way Public Schools shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright Laws, Contractor hereby irrevocably assigns all right, title and interest in Materials, including all intellectual property rights, to Federal Way Public Schools effective from the moment of creation of such Materials. Materials means all terms in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.
- All photographs, art work, and other material used in the publication of the yearbook shall be returned to the school on the shipping date specified or may be returned with the books in a marked box so identified.
26. **SAMPLES:** In some cases, samples are requested to be furnished by the vendor at no charge to the District to determine acceptability of any item. All samples must be labeled with vendor’s Name, Proposals Number and Proposals Item Number.
27. **PROPOSAL CHANGES OR WITHDRAWAL:** All changes and erasures must be made before proposal opening date and time, and initialed. Vendors may not withdraw their proposal after the proposal opening.
28. **VENDORS BOND:** A vendor bond is not required.
29. **PERFORMANCE BOND:** A performance bond is not required.
30. **INSURANCE:** The following insurance is required and must be kept in force during the term of the contract. All required insurance must be in place prior to the start of any work. Federal Way Public Schools shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage. **Federal Way Public Schools must be named additional insured with endorsement provided.**

**Commercial General Liability**

- a. Written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and
- b. \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not limited to: blanket contractual, products/completed operations, broad form property damage, explosion, collapse and underground (XCU) if applicable and employer’s liability.

Professional Liability Insurance

Limits no less than \$1,000,000.00 per occurrence.

31. **CONFIDENTIALITY / SAFEGUARDING OF INFORMATION:** The Contractor shall not use or disclose any information concerning Federal Way Public Schools, or information which may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of Federal Way Public Schools, or as required by law, during the term of this contract and beyond.
32. **SEVERABILITY:** The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this contract.
33. **CONTRACTOR EMPLOYEES-ACCESS TO CHILDREN:** The contractor is prohibited from employing any person who may have contact with children at public schools during completion of this contract who has pled guilty to or been convicted of crimes listed in R.C.W. 28A.400.330. Failure to comply with this section shall be grounds for immediate termination of this contract.
34. **DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION:** A Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form is attached. This form is an integral part of this proposals and must be completely filled in, signed and returned as part of the Request for Proposal package in order to be considered as a qualified vendor.
35. **CONTRACT TERMINATION:** The District, by thirty (30) days written notice, may terminate this contract, without cause, in whole or in part. In the event that this contract is terminated in whole or in part, the District reserves the right to award the remaining contract to the next lowest responsible contractor. Any subsequent award shall be subject to all remaining contract terms and conditions.

## ADDITIONAL INFORMATION

### 1. GENERAL CONDITIONS:

- a. Vendors may submit a proposal response for middle schools or high school yearbooks as a singleton proposal or submit a proposal for middle and high schools. Individual schools will use the 'Optional Bid List Items' to modify their Basic Book. It is important that all vendors review each specification prior to submitting a proposal. Proposal price evaluations will merge a variety of optional bid list items with the basic book price to determine a total price per book cost.
- b. Vendors must read all of the documents attached to this proposal and provide information as called for in the documents. If you have any questions regarding this RFP, please email Lynn Shore, Buyer at [lshore@fwps.org](mailto:lshore@fwps.org).
- c. Vendors must respond to each item in the proposal form and pricing must be submitted on the forms provided. If there is no charge for any item, please indicate "N/C" or "No Charge". If any item is not available from your company, indicate "N/A" or "Not Available". DO NOT LEAVE ANY ITEM BLANK. All prices must be firm for the term of the contract.

### 2. CONTRACT AWARD:

The District seeks qualified vendors and reserves the right to reject any and all proposals, to waive any and all informalities and the right to disregard all nonconforming, non-responsive, or conditional proposals. The District reserves the right to award separate awards for high schools and middle schools separately; make multiple awards; or to waive any award. The Board of Directors at a regular meeting shall make contract awards. A written award or notice to proceed will be mailed or otherwise furnished to a vendor within the time for acceptance and shall be a binding contract. Award of the contract(s) will be made on the basis of proposal price and other factors such as:

- a. The ability, capacity, and skill of the vendor to provide the materials and/or services required;
- b. The ability of the vendor to supply the materials and/or services within the time specified;
- c. The quality of performance of previous contract and/or services, vendor references;
- d. The character, integrity, reputation, judgment, experience and efficiency of the proposed vendor representative;
- e. The previous and existing compliance by the vendor with laws relating to the contract or services; and
- f. Quality of samples provided. This will be utilized as the level of quality for comparison throughout the agreement.

This award will cover a one-year period from **August 15, 2015 through August 14, 2016**.

- ### 3. RENEWAL OPTIONS:
- At the option of Federal Way Public Schools, this contract may be renewed for four (4) consecutive one (1) year periods for the 2016-17, 2017-18, 2018-19, and 2019-20 yearbooks. If the District does not wish to exercise this renewal option, the Vendor will be notified no later than July 15<sup>th</sup> of each year. Renewal consideration will use the above factors in, Section 2, Contract Award, Items a-f, in determining the renewal options. Any anticipated price changes during the five (5) year period must be noted in the proposal.
- ### 4. PROPOSAL EVALUATIONS:
- An Evaluation Team will evaluate the Request for Proposal response documents, provided samples and vendor references. No commitment will be made to select a vendor solely on the basis of price or to select a vendor solely on the basis of the information contained in this RFP.

The District may use any means necessary to assist in the evaluation of any proposal and to establish the responsibility, qualifications, and financial ability of the vendor to supply materials and/or services to the District's satisfaction within the prescribed time. The District reserves the right to reject the proposal of any vendor who does not pass any such evaluation to the District's satisfaction.



An Evaluation Team will evaluate Proposals using the criteria set forth in this Proposal.

- 30% Pricing
- 20% Local Representative and company resume
- 10% References
- 10% Samples
- 20% Customer Service and support
- 10% Technology

**5. STATEMENT OF COSTS:**

- a. By the 10<sup>th</sup> of each month, the successful vendor shall present to the Yearbook Advisor a fully itemized statement in writing of costs added to the base book price accumulative to date. Duplicate copies of the monthly statement will be submitted to the Federal Way Public Schools, Purchasing Department, 33330 8th Ave South, Federal Way, WA 98003.
- b. Should projected costs exceed budgetary parameters, the Advisor shall have the option of reducing use of color, number of pages, end sheets, and other items selected from the Optional Price List Items. Any reductions may be conveyed to the Vendor at any time before the start of production. Reductions shall be conveyed in writing with no penalty to the District.

**6. PAYMENT SCHEDULE:** The District requires that all itemized invoicing be sent to: Federal Way Public Schools Attn: Accounts Payable, 33330 8th Ave S, Federal Way, WA 98003. The District will not pay invoices, which are not itemized.

- a. Twenty-Five percent (25%) of the total agreement by December 1
- b. Fifty percent (50%) of the total agreement by May 1
- c. Final payment no later than 30 days after delivery, receipt of proper billing or pending adjustment for damaged or improperly bound and/or printed books.

**7. MAILING/SHIPPING COSTS:**

- a. All mailing charges covering the shipments of completed pages to the printer, of returning proofs, and/or corrected proofs to the printer and of completed books to the school will be included in the basic proposal price. Shipping specifications shall be FOB Destination.
- b. Yearbooks must be shipped to the school no later than the date and time specified by the Advisor. The Advisor must approve any change in the delivery schedule. Any storage charges will be the responsibility of the vendor.

**8. DEADLINES/DELAYS:** Schools shall not be penalized if school closures due to snow, fire or other unavoidable disasters that cause delays in meeting deadlines, providing the company is notified immediately of such delays. Schools shall be expected to make up such deadlines day for day upon reopening of school. Yearbook Advisors shall be notified immediately in writing on any publishing delays caused by strikes, fires, or other disasters.

**9. PROOFS:** Publisher to furnish school with proofs of all pages (including covers, end sheets, tip-ins, those in final deadline, etc.) showing photography, artworks and typography in correct position. Internet proofing of all pages that are fully correctable with commercially available software at the school location must be available.

10. **PAGE SUBMISSION:** Yearbook Advisors shall have the option of submitting pages by signatures, facing pages, single pages or any other needs peculiar to their school. If this should require a price differential, bidders should note pricing on the Optional Price List Items.
11. **IINVOICES:** All invoices shall be itemized reflecting the categories of the bid. Items must be labeled noting sections letters A-F on the Optional Price List Items, also note numerical subcategories as they apply. No lump sum invoices shall be paid.
12. **VENDOR REPRESENTATIVE:** A local representative shall be available at the request of the Yearbook Advisor to visit the school, consult with staff and assist with training aids, class preparation and explanation of new procedures. The representative will train staff and students on all yearbook technology and will be the primary technical support for such technology. The representative shall initiate contact with the Yearbook Advisor within one week of the beginning of each school year. The representative will visit or call the school a minimum of every two weeks or according to a specific schedule to be determined between the Yearbook Advisor and the representative. Any conflict or difficulties encountered in establishing this schedule will be resolved by the Purchasing Department.
13. **TECHNICAL SUPPORT:** A toll free technical support phone line will handle technical support in the absence of the local representative. This technology resource, at a minimum, must equal the technical expertise of the local representative. The support staff must be available during the hours of 7:00am – 5:00pm Pacific Standard Time.
14. **MISCELLANEOUS:**
  - a. Schools may change the use of color and other optional cost items at any time prior to printing orders.
  - b. The vendor certifies that adequate supplies are on hand, or have been contracted for, to complete the production of the Yearbook Proposal by the deadline specified.

## FEDERAL WAY PUBLIC SCHOOLS

### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS THAT FOLLOW)

In submitting the proposal to provide products and/or services as outlined in the proposal specifications the prospective vendor certifies, by submission of this document, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from Federal procurement actions by any Federal Department or Agency. The prospective vendor further agrees by submitting this form that it will inform any and all subcontractors of this requirement and document such notification.

Where the prospective vendor is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation.

We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid contract or cancellation of purchase orders and personal services agreements.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Date: \_\_\_\_\_

## BID SPECIFICATIONS – FWPS MIDDLE SCHOOLS

This Request for Proposal is for the production and delivery of fully completed yearbooks for Middle Schools.

### BASIC BOOK PRICE PROPOSAL

**MIDDLE SCHOOLS:** ILLAHEE MIDDLE SCHOOL                      KILO MIDDLE SCHOOL  
 LAKOTA MIDDLE SCHOOL                                      SACAJAWEA MIDDLE SCHOOL  
 SAGHALIE MIDDLE SCHOOL                                      SEQUOYAH MIDDLE SCHOOL  
 TOTEM MIDDLE SCHOOL

BASIC YEARBOOK PROPOSAL PRICE QUOTED AS PRICE PER BOOK:

All Color

Please indicate the base price below using the Required Proposal Specifications – Middle Schools items 1-4.

Number of Pages	Number of Books								
	200-250	251-300	301-350	351-400	401-450	451-500	501-550	551-600	601-650
64	\$	\$	\$	\$	\$	\$	\$	\$	\$
72	\$	\$	\$	\$	\$	\$	\$	\$	\$

Deadline date to lock in quantity of individual orders: January 10 of each school year.

### MIDDLE SCHOOL SPRING SUPPLEMENT PRICE

Color

The base proposal specifications will apply to the supplement

\*Optional spring supplement pricing shown below

Supplement Deadline: Supplements will be shipped to schools 10 days after submittal of final supplement pages.

Number of Pages	Number of Supplements								
	200-250	251-300	301-350	351-400	401-450	451-500	501-550	551-600	601-650
4	\$	\$	\$	\$	\$	\$	\$	\$	\$
8	\$	\$	\$	\$	\$	\$	\$	\$	\$

**REQUIRED BID SPECIFICATIONS – MIDDLE SCHOOLS**

1. **Page Trim Size:** 8 1/2” X 11” for Middle Schools
2. **Paper Stock:** 80# enamel or matte
3. **Cover:** MIDDLE SCHOOLS:

Covers are to be constructed of 160-board weight, allowing the school the choice of one (1) silkscreen, lithography or embossed. Using one or more applied colors or rub to title, date and design; choice of cloth; no limit to the area that school might apply to their design; and including title, year and school name, without adding charge for spine. Proof of cover is to be furnished to the school and approved prior to release for production. Standard cover will have UV coating with gloss, semi gloss or matt finish.

4. **Binding:** Binding is to be Smythe sewn, rounded and backed.

**OPTIONAL PRICE LIST ITEMS – MIDDLE SCHOOLS**

Each bidder is to indicate their price increase or decrease on the optional items. If there is no charge by your company for such items, please indicate “N/C” or “No Charge”; do not leave such an item blank.

**PLEASE NOTE: INCREASE AND DECREASE IN PRICES LISTED ARE PER BOOK UNLESS OTHERWISE NOTED.**

Item #	AUTOGRAPH, SIGNATUARE, EVENT SUPPLEMENT	
A1	4 page autograph blank (part of bound book)	
A2	8 page autograph blank (part of bound book)	
A3	16 page autograph blank (part of bound book)	
A4	8 page signature with proofs	
A5	16 page current event supplement	
	END SHEETS	
B1	One applied solid color, school choice – same front and back	
B2	One applied solid color, school choice – one applied, one stock (no print)	
B3	Four color print from transparency or digital - school design 1, transparency 1	
B4	Four color print from transparency or digital - with same front and back	
B5	Four color print from transparency or digital - with different front and back	
B6	Company designed 4-color stock: same front and back	
B7	Company designed 4-color stock: two company designs	
B8	Company designed 4-colro stock: one design, one stock color	
	COVER (see item #3 Required Bid Specifications)	
C1	Full color cover	included
C2	Additional applied color	
C3	Silkscreen	
C4	Foil stamp	
C5	Foil stamp in addition to silk screen	

C6	Graining	
C7	Overtone Rub-None	
C8	Metalay or similar metallic effect	
C9	UV coating	Included
C10	One color litho	
C11	Two color litho	
C12	Four color litho	
C13	Quarter Binding	
C14	Die cost for school designed embossed cover	
C15	Embossed	
C16	Embossing or printing on back bond of cover	
FOLD OUTS AND TIP INS		
D1	Tipping at natural spread or between signatures	
D2	Tipping at any other location	
D3	Tipping for 8 page gate fold	
PAPER STOCK – submitted all at 100#		
E1	White Glossy / spot	
E2	White Flossy / flood	
E3	Dull Enamel	
E4	Textured white	
Page Submission – is there a price differential for method of page submission		
F1	Signature Page submission	
F2	Multiple Page submission	
F3	Face Page submission	

**COST INCREASE/CONTRACT RENEWAL OPTIONS:**

At the option of the Federal Way Public Schools, this contract may be extended for 4 consecutive additional years. Indicate any price increases for the contract extension.

Enter your response in the table below using a percentage. Example: 3%  
 If there are no increases in pricing enter “none”. Do not leave any box blank.

Option Renewal School Year	Price Increase for Base Book	Price Increase for Optional Bid List Items
2016-17 year 2		
2017-18 year 3		
2018-19 year 4		
2019-20 year 5		

## BID SPECIFICATIONS – FWPS HIGH SCHOOLS

This Request for Proposal is for the production and delivery of fully completed yearbooks for High Schools.

### BASIC BOOK PRICE PROPOSAL

**HIGH SCHOOLS:**      DECATUR HIGH SCHOOL                      FEDERAL WAY HIGH SCHOOL  
                                  THOMAS JEFFERSON HIGH SCHOOL                      TODD BEAMER HIGH SCHOOL

BASIC YEARBOOK PROPOSAL PRICE QUOTED AS PRICE PER BOOK

All Color

Please indicate the base price below using the Required Proposal Specifications – High Schools items 1-4.

Number of Pages	Number of Books									
	400-450	451-500	501-550	551-600	601-650	651-700	701-750	751-800	801-850	851-900
192	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
208	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
224	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
240	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Deadline date to lock in quantity of individual orders: January 10 of each school year.

### HIGH SCHOOL SPRING SUPPLEMENT PRICE

Color

The base proposal specifications will apply to the supplement.

\*Optional spring supplement pricing shown below

Number of Pages	Number of Supplements									
	400-450	451-500	501-550	551-600	601-650	651-700	701-750	751-800	801-850	851-900
8	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
32	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Supplement Deadline: Supplements will be shipped to schools 10 days after submittal of final supplement pages.

**REQUIRED BID SPECIFICATIONS – HIGH SCHOOLS**

1. **Page Trim Size:** 9” X 12” for High Schools
2. **Paper Stock:** 100# enamel or matte
3. **Cover:** HIGH SCHOOLS:

Covers are to be constructed of 160-board weight, allowing the school the choice of one (1) silkscreen, lithography or embossed. Using one or more applied colors or rub to title, date and design; choice of cloth; no limit to the area that school might apply to their design; and including title, year and school name, without adding charge for spine. Proof of cover is to be furnished to the school and approved prior to release for production. Standard cover will have UV coating with gloss, semi gloss or matte finish.

4. **Binding:** Binding is to be Smythe sewn, rounded and backed.

**OPTIONAL PRICE LIST ITEMS – High School**

Each bidder is to indicate their price increase or decrease on the optional items. If there is no charge by your company for such items, please indicate “N/C” or “No Charge”; do not leave such an item blank.

**PLEASE NOTE: INCREASE AND DECREASE IN PRICES LISTED ARE PER BOOK UNLESS OTHERWISE NOTED.**

Item #	AUTOGRAPH, SIGNATURE, EVENT SUPPLEMENT	
A1	4 page autograph blank (part of bound book)	
A2	8 page autograph blank (part of bound book)	
A3	16 page autograph blank (part of bound book)	
A4	8 page signature with proofs	
A5	16 page current event supplement	
	END SHEETS	
B1	One applied solid color, school choice – same front and back	
B2	One applied solid color, school choice – one applied, one stock (no print)	
B3	Four color print from transparency or digital - school design 1, transparency 1	
B4	Four color print from transparency or digital - with same front and back	
B5	Four color print from transparency or digital - with different front and back	
B6	Company designed 4-color stock: same front and back	
B7	Company designed 4-color stock: two company designs	
B8	Company designed 4-color stock: one design, one stock color	
	COVER (see item #3 Required Bid Specifications)	
C1	Full color cover	included
C2	Additional applied color	
C3	Silkscreen	
C4	Foil stamp	
C5	Foil stamp in addition to silk screen	



C6	Graining	
C7	Overtone Rub-None	
C8	Metalay or similar metallic effect	
C9	UV coating	Included
C10	One color litho	
C11	Two color litho	
C12	Four color litho	
C13	Quarter Binding	
C14	Die cost for school designed embossed cover	
C15	Embossed	
C16	Embossing or printing on back bond of cover	
FOLD OUTS AND TIP INS		
D1	Tipping at natural spread or between signatures	
D2	Tipping at any other location	
D3	Tipping for 8 page gate fold	
PAPER STOCK – submitted all at 100#		
E1	White Glossy / spot	
E2	White Flossy / flood	
E3	Dull Enamel	
E4	Textured white	
Page Submission – is there a price differential for method of page submission		
F1	Signature Page submission	
F2	Multiple Page submission	
F3	Face Page submission	

**COST INCREASE/CONTRACT RENEWAL OPTIONS:**

At the option of the Federal Way Public Schools, this contract may be extended for 4 consecutive additional years. Indicate any price increases for the contract extension.

Enter your response in the table below using a percentage. Example: 3%  
 If there are no increases in pricing enter “none”. Do not leave any box blank.

Option Renewal School Year	Price Increase for Base Book	Price Increase for Optional Bid List Items
2016-17 year 2		
2017-18 year 3		
2018-19 year 4		
2019-20 year 5		

**REQUEST FOR PROPOSAL RESPONSES FOR HIGH SCHOOLS AND MIDDLE SCHOOLS:**

**Instructions: Each text box response section has been formatted to text wrap and enlarges to accommodate any size written response. If the text box encroaches into the text below it, place your cursor at the left side of the beginning of the hidden text and press the enter button as needed to move the hidden text down.**

**1. TYPOGRAPHY AND DESKTOP PUBLISHING:**

A. Company shall provide yearbook publishing capability using commercially available publishing software (i.e. Adobe CS6, PageMaker, InDesign, etc.) or using 100% internet-based production. List and describe your yearbook production capabilities (Both internet, application software and commercial software). Identify any associated costs.

Click the text box below to enter your response.

B. Describe your indexing program in detail.

Click the text box below to enter your response.

C. Provide details about your software that allows the staff to create a ladder, move/insert/remove pages in the ladder as events change and build templates for the entire book with school name, job number, type styles and columns.

Click the text box below to enter your response.

**2. SPECIAL OFFERS:**

List any special offers available by item, specification and cost to school.

Click the text box below to enter your response.

**3. PAGE SUBMITTAL DEADLINE DATES AND LATE DAY FEES:**

- a. Final page submittal quantities will be reviewed and set by each individual yearbook advisor.
- b. Deadlines falling on a weekend and/or holiday will be adjusted to the next school day.
- c. Final deadline is the day before Spring Vacation, excluding spring supplement.
- d. Supplement must be shipped to the schools 10 days after final submission of pages.

A. Based on a book of 208 pages for high schools, create a recommended deadline schedule by dates and approximate number of pages recommended at each deadline.

Click the text box below to enter your response.

B. Clearly outline your company's deadline fees and penalty structure. If a fee is reflected on an invoice, but not outlined in this section, the District is not obligated to pay the additional fee.

Click the text box below to enter your response.

C. Describe how your late day fees are calculated. Do you count non-school days in your late day fee schedule?

Click the text box below to enter your response.

D. Explain and describe how calculations work if late days can be offset by early submittal days.

Click the text box below to enter your response.

E. Explain what steps you would take to assist an advisor that is behind meeting their deadlines.

Click the text box below to enter your response.

**4. WORKSHOPS, TRAINING AND CURRICULUM:**

Vendor to provide three (3) workshops per individual class at each school performed by the designated local representatives at no extra cost to the school, including any or all of the following topics:

- |                                      |  |
|--------------------------------------|--|
| a. Technology & Software updates     | b. Desktop publishing                          |
| c. Content planning and organization | d. Layout and design                           |
| e. Typography                        | f. Copy preparation                            |
| g. Copy writing                      | h. Color usage (graphic and special effects)   |
| i. Cover design                      | j. Photography                                 |
| k. Yearbook production               | l. Planning the budget (strategy session)      |
| m. How to sell ads                   | n. Other topics, depending on individual needs |

Describe your curriculum materials and how you would work with each advisor to bring these workshops and materials into the classroom. Explain if your curriculum aligns with common core instruction. Are your materials available in print and digital format? Describe the representative's role in the use and application of this curriculum.

Click the text box below to enter your response.

**5. PRODUCTION TRACKING:**

Vendor shall provide online production tracking for all aspects of the yearbook program including staff planning, electronic planning later, and interactive calendar. Describe your production tracking program.

Click the text box below to enter your response.

**6. OVERRUNS AND DEFECTIVE BOOKS:**

Describe your return policy for supplied overruns and how you determine how many overruns each school receives.

Click the text box below to enter your response.

**7. SUPPLEMENTS:**

If the vendor's plant is unable to meet the deadlines for spring supplement(s), indicate if a sub-contractor is used to print the supplements. Please provide the company name, address, phone, fax number of your subcontractor. If supplements are printed at the publishing plant, indicate so.

Click the text box below to enter your response.

The District has the option to use a local printer of our choice for supplements if bidder and/or sub-contractor are unable to meet deadlines and budgetary parameters. The Vendor shall pay all invoices for supplemental pages billed by a subcontractor. The Vendor shall include these charges in their next regular billing statement to the District. The District reserves the right to request supporting documentation for any supplemental charges.

**8. SUPPLY KIT:**

Describe in detail any materials and or supply kit/s that you provide to the schools at the beginning of each school year. Explain if your supply kit aligns with common core instruction. Can your kits be customized? When would these kits arrive for the advisor's use?

**Include a sample supply kit or provided materials with your RFP response.**

Click the text box below to enter your response.

**9. PROOF CORRECTIONS:**

Describe the procedures for correcting proofs that have already been submitted. Are there any fees associated with corrections? What if corrections are sent back for the advisor to make? What if the plant makes the corrections? What impact if any do proof corrections have on deadlines?

Click the text box below to enter your response.

**10 INVOICING PRACTICES**

Describe your invoicing practices and communication of updates throughout the school year

How will you update the advisor, financial secretary, district purchaser of updates to the invoice should initial page and book quantities change, cover features are selected, late page fees are applied, deposits are made, etc?

Click the text box below to enter your response.

**11. BILLING DISCREPANCIES:**

How would you respond to and resolve any billing discrepancies.

Click the text box below to enter your response.

**12. START OF SCHOOL SEPTEMBER 2, 2015:**

Describe your plan for having the school yearbook advisors up and ready for the start of school on September 2, 2015. What training will be provided to the advisors on the use of your software systems? How will you prepare all of them for success? How will they obtain their software? What materials will they physically have on September 2<sup>nd</sup>?

Click the text box below to enter your response.

**13. REPRESENTATIVE TERRITORY:**

Describe the local representative's territory and the number of individual schools (not districts) that the assigned representative supports. Describe in detail what typical monthly support from the local representative would look like.

Click the text box below to enter your response.

**14. OTHER ITEMS:**

Please list any "Additional Cost Items"; any special offers or "Extras" you wish to have considered

Click the text box below to enter your response.

**15. PUBLISHING EXPERIENCE:**

The successful respondent must indicate, to the satisfaction of the District, that the publishing company they represent has a minimum of five (5) years experience publishing middle school and high school yearbooks in quantities and quality similar to those requested in this Request for Proposal. Such experience must include experience within the State of Washington.

**A company resume of experience must accompany this RFP response.**

**16. REPRESENTATIVE EXPERIENCE, RESUME AND REFERENCES:**

The successful respondent must indicate, to the satisfaction of the District, that the assigned vendor representative has a minimum of three (3) years experience servicing schools in the production of middle school and high school yearbooks. The local representative must be available to provide 24 hour turnaround time for service calls to make adjustments, handle complaints, provide onsite assistance, etc.

The Local Sales Representative, as an agent of the Vendor, influences the quality of the yearbook by their knowledge, training ability and follow through. The Vendor agrees the Local Sales Representative assigned to this agreement is a measurable component of the proposal and as such implies a level of merchantability of the completed yearbooks. Changes to the Sales Representative during the life of this agreement must be reviewed and approved by the District. This will require the vendor to supply the district with a resume including experience and two (2) professional references for the proposed new representative. A reduction in the level of service quality is grounds for termination as defined in the Terms and Conditions, Section 20 Default.

**A resume of experience for the assigned vendor representative must accompany this RFP response.**

Provide the Local sales representative name, title within the company and local phone number:

Click the text box below to enter your response.

Vendor shall provide two (2) professional references for the assigned Sales Representative. No more than one reference per individual school district should be submitted. All references must be within the state of Washington and represent school districts of similar size as outlined in the RFP. The references must have been under contract with the vendor within the last 2 years. It is to be noted that school employees (advisors) are gone for the summer. Please provide the contract information for the school district purchasing personnel that manages the yearbook contract. It is suggested that you take the time to ensure these contact references are available during the summer for a reference call.

Yearbook Contract Manager	School District	Phone Number	Contract Term



**17. SAMPLES:**

Vendors are requested to provide the purchasing office with recent samples of yearbooks, published within the last 2 years, tailored to the Federal Way Public Schools high school bid specifications. This would include: weight of paper, cover, binding, and size. High School yearbook samples should reflect a minimum student population of 1100 students. Middle school yearbook samples should reflect a minimum student population of 600 students. The sample book provided must also include an installed supplement published locally by your company or printed by the subcontractor you propose to use. The samples will be used as a benchmark to evaluate quality of work. The District reserves the right to be the sole judge of acceptability. (Samples will not be returned.)

**A minimum of one yearbook sample representing high school and one yearbook sample representing middle school must accompany this RFP response.**

**18. PRINTING / PUBLISHING PLANT:**

How many printing plants does your company have? \_\_\_\_\_

List all locations: \_\_\_\_\_

City / State / Country

\_\_\_\_\_  
City / State / Country

Which location would be printing yearbooks for Federal Way Public Schools? \_\_\_\_\_

Note: All printing resulting from the award of this RFP must be done from a print plant located within the continental United States.

**19. PRINTING / PUBLISHING PLANT CUSTOMER SERVICE:**

A plant representative shall be assigned to the District that can answer questions regarding the production progress of material in and out. Vendor is to furnish the District with the name and toll free number of the plant representative. The assigned plant representative must be capable of making decisions on the telephone concerning changes and corrections.

Name and 800 phone number of assigned plant personnel capable of making decisions by telephone:

\_\_\_\_\_  
\_\_\_\_\_

A. How does your company handle tech support and updating software?

Click the text box below to enter your response.

- B. How many individual schools (not districts) are assigned to each customer service representative at the publishing plant? What are your customer service technical advisors certifications and experience?

Click the text box below to enter your response.

- C. Will the District be assigned a specific customer service representative or group of representatives? **If yes, a resume of each assigned support staff must accompany this RFP response.**

Click the text box below to enter your response.

- D. What is the expected response and resolution time for phone assistance? What type of decision authority do your phone support customer service representative/s have?

Click the text box below to enter your response.

**20. TECHNOLOGY ADVANCEMENTS:**

With the progression of various forms of technology, the District would like to remain open to adding new trends over the life of this contract. An example currently being marketed is a CD, with music highlights for the year, attached to the yearbook. Please explain what innovative products your company is pursuing which will be made available to the District.

Click the text box below to enter your response.

**21. BOOK SALES AND ADVERTISING:**

Explain your books sales program. What type of marketing materials and advertising tools are available through your program.

Click the text box below to enter your response.