



**INDIANA COMMISSION** *for*  
**HIGHER EDUCATION**



**REQUEST FOR PROPOSALS**  
**21st Century Scholars Support Site Materials**  
**September 2, 2016**

**A. Purpose**

To design and produce materials for use in 21st Century Scholar support sites across the state.

We welcome recommendations on efficiencies and cost-saving measures that will not compromise the quality of the product produced.

**B. Background**

Indiana's 21st Century Scholars program is a needs- and performance-based program that provides students the opportunity to earn up to a four-year scholarship at an Indiana college or university.

The Indiana Commission for Higher Education is a 14-member public body created in 1971 to define the missions of Indiana's colleges and universities, plan and coordinate the state's postsecondary education system, and ensure that Indiana's higher education system is aligned to meet the needs of students and the state.

**C. Services Sought**

The Indiana Commission for Higher Education seeks estimates for the following items:

**1) Scholar Support Site Training Materials**

- Training manual
- Program overview
- FAQ
- Training presentation
- Training kit letter

**2) Scholar Support Site Identification Materials**

- Window cling
- Yard sign
- Table banner
- Button

**3) Scholar Support Site Kit**

- Box/package to hold the support site materials, including:
  - Two window clings
  - Five yard signs
  - Two folded posters (already printed)
  - 50 brochures (already printed)
  - One brochure stand (already developed)
  - Two buttons
  - One table banner



- 100 magnets (already printed)
- One flash drive (loaded with training materials)

The selected vendor will meet with appropriate staff from the Indiana Commission for Higher upon award to confirm goals and metrics, and develop a master timeline complete with all deliverables and responsible parties.

#### D. Response Requirements

Responses are limited to no more than 15 pages, excluding appendices, and must include description of the entity interested in providing the services, including:

- History of company, services, experience
- Explanation of similar work performed
- Description for each component of work outlined above:
- Itemized price estimate/budget for services, including travel fees
- References

#### E. Terms

Funding for this project will come from state funds. Vendors must be able to agree to the terms and conditions of the Commission's standard Professional Services Agreement (sample appended to this document). Vendors must be registered with the Indiana Secretary of State's Office (vendors may do so at <http://www.in.gov/sos/business/3648.htm>). All payments will be 35 days in arrears and via ACH/electronic deposit from the Indiana Auditor of State's Office. Invoices must detail expenses and charges in accordance with any purchase orders issued; total payment shall not exceed the accepted bid amount. Any and all travel reimbursed via this contract will be subject to the reimbursement rates of Financial Management Circular 20014-1 (vendors should review at [http://www.in.gov/sba/files/FMC\\_2014-1.pdf](http://www.in.gov/sba/files/FMC_2014-1.pdf)).

#### F. Scoring Criteria

Responses will be reviewed by Commission staff for completeness and compliance with each of the requirements outlined in **Section D Response Requirements**. Any questions about omissions from a proposal will be referred to the applicant. If, in the judgment of the Commission, a proposal is late, incomplete or does not adhere to or address the guidelines set forth, the response will be omitted from the review process. The Commission may request revision to proposal and budget prior to approval, award or release of funding. The decision of the Commission is final, and applicant will be notified in writing.

The following weights will be used to score each section **except** the last bullet noted in Section D. Therefore, the scoring will apply to the following areas:

- 1) History of company, services, experience; (10 points)
- 2) Explanation of similar work performed; (30 points)
- 3) Description of work to be performed; (20 points)
- 4) Itemized price estimate for services, including travel fees; (40 points)



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5) References.

**G. Communication with the Commission for Higher Education**

All communication, including responses, questions concerning the services being sought, or the response requirements, should be directed to:

[kshowers@che.in.gov](mailto:kshowers@che.in.gov)

317-232-1032

**H. Timeline**

- To be considered, responses must be received by the Indiana Commission for Higher Education via email **no later than 4:00 PM on September 9, 2016.** Confirmation of receipt will be sent.
- Determinations of proposals will be issued no later than September 16, 2016.
- On-going communication between the vendor and Commission staff is expected throughout to discuss the resources and ask any clarifying questions.

*-- End of Request for Proposal --*