



REQUEST FOR PROPOSALS

Fulfillment and Shipping

August 24, 2015

A. Purpose

To fulfill and ship 21st Century Scholar's 2015 resource shipment.

B. Background

The Indiana Commission for Higher Education (CHE) 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 Commission seeks the following fulfillment services. Please itemize your bid, including the receiving and handling of all materials, project management and the following items:

1. Weigh-count received skids to verify received quantity.
2. Print letters to include in each shipment. Every shipment receives the same letter.
3. Pick and pack in exact order quantity. A single order may require multiple boxes.
4. Quality checks to ensure accuracy.
5. Provide all mailing materials, such as envelopes, boxes, labels, tape, etc. At completion of project, vendor will be expected to bill only for actual materials used, not to exceed the contracted amount. Boxes must be strong enough to withstand shipping process; vendor will be held responsible for damaged shipments and for fulfilling and shipping replacement orders. Please include the specifications of your boxes and packing material.
6. Vendor is responsible for any documentation (electronic files, proprietary shipping labels, etc.) or processing as required by selected shipping vendor.
7. We will provide electronic artwork for an 8.5 x 5.5 one-color label to be printed on neon label stock and required on the outside of every box. Your bid should include the cost to produce and affix these labels. Every shipment requires a label.
8. A packing slip for every order is required to be included in the first box of each order.

9. For any orders that require return/pickups or reshipments, the vendor will be asked to handle these for eight weeks after the initial shipping period. If the problem is caused by vendor error, vendor is expected to correct errors at no charge.

Vendor must provide daily status reports to CHE indicating number of orders packed and shipped.

Additionally, CHE requests the turnaround time to fulfill and ship all shipments, needing to arrive between September 21st and 25th. Please include your recommended shipping method based on the following parameters:

1. No mark-up on shipping costs is permitted
2. Printed documentation of shipment and cost is to be provided at the end of the project
3. Maximum two-day delivery time per shipment

Shipments will include:

1. Grade 9 Scholars Guides (based on enrollment)
2. Grade 10 Scholars Guide (based on enrollment)
3. Grade 11 Scholars Guide (based on enrollment)
4. 25 brochures
5. 5 handouts
6. Next 11-12
7. 1 letter per shipment

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).

F. Scoring Criteria

Responses will be reviewed by Commission staff for completeness and compliance with each of the requirements outlined in **Section B. 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 B. 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)
- 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:

Stephanie Wilson
swilson@che.in.gov
260-705-8007

H. Timeline

- To be considered, responses must be received by the Indiana Commission for Higher Education via email **no later than 5 p.m. Sept. 1, 2015**. Reference 16-03. Confirmation of receipt will be sent.
- Determinations of proposals will be issued no later than September 4.
- 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 --