

Scope of Work

I. Scope of Solicitation

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IV. Terms and Conditions - Special

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VI. Bidding Schedule (if required to breakout or compare pricing details)

I. SCOPE OF SOLICITATION

Clemson University is seeking to grant a successful vendor the exclusive right for printing of letterhead, business cards, envelopes and notecards. Estimated quantities purchased for the last 12 months are outlined in Appendix 11, Printing Stationery Rate Sheet. This bid does not override or nullify any other contracts for printed materials that were awarded through other competitive solicitations.

AWARD

Award will be made to one Offeror. Award will be made to the highest ranked, responsive and responsible Offeror whose offer is determined to be the most advantageous to the University.

MAXIMUM CONTRACT PERIOD - ESTIMATED

Initial Contract Term: 06/17/2013 End date: 06/16/2014.

Maximum Contract Term: 06/17/2013 End date: 06/16/2018

Dates provided are estimates only. Any resulting contract will begin on the date specified in the notice of award.

Timeline for Project Implementation

Clemson University's expectation is that this project will be initiated as soon as possible upon completion of the State of South Carolina procurement process with full SciQuest integration completed within 3-6 months of award. The successful vendor will be required to lead the implementation of the agreed upon operating model and administer change management associated with the endeavor. Successful offeror should be prepared to assume responsibility for the operation after the completion of the 10 day waiting period associated with South Carolina's bid/award process.

Deadline for Receipt of Questions: All questions must be emailed to Tammy Crooks at duncant@clemsun.edu prior to May 9, 2013, 12:00 Noon ET.

II. INSTRUCTIONS TO OFFERORS

SUBMITTING YOUR PROPOSAL: Regardless of specific requirements below or in this document, Offerors are required to submit their bid electronically through the Clemson University online bidding system. To do so you must login (registering first) at <https://sciquest.ionwave.net/prod/default.aspx?company=clemson>, and follow specific instructions for this solicitation. Do NOT simply email or mail in bids based on this scope of work document. You must attach your complete bid response as two separate .pdf files in the online bidding system - one file as a technical only (i.e. no cost information) and one file as a cost proposal. Submit any additional files if required as redacted proposals. These attachments must address all the specific requirements outlined in Section II, Instructions to Offerors, as well as Section III, Scope of Work/Specifications.

A. INFORMATION FOR OFFERORS TO SUBMIT - In addition to information requested elsewhere in this solicitation, Offerors must include the following information for purposes of evaluation:

1. **Cost Proposal** – see Appendix 11, Printing Stationery Rate Sheet. This must be submitted as a separate file from the rest of your proposal.
2. **Technical Proposal** – that must address the following:
 - a. Your implementation/transition plan for this contract. You must include timelines and/or project schedules showing your ramp up plan to start producing products under this contract to include any interim process.
 - b. Ordering process. You must provide details on how Clemson University will order products from you. Related to item a. above, you must explain an interim ordering processes you will implement while a website is being developed and/or integrated into SciQuest (see Section III. C. 9)
 - c. SciQuest Integration. As noted in Section III. C. 9, Clemson has a strong preference that the awarded vendor be able to receive orders and invoice Clemson electronically through our eProcurement platform, SciQuest. If you are proposing to do this as part of your offer, you must provide details in your proposal explaining your previous experience with SciQuest, other eProcurement platforms, and any other details to show that you grasp and understand the requirements you will have to complete such an integration.
3. **Insurance**

The successful Offeror shall provide satisfactory evidence of all required insurance coverage and licenses PRIOR TO PERFORMANCE.
4. **Third Party Use**

Identify any use or reliance on third-parties related to implementation, on-going use, and/or support.

5. Submittal Requirements

Offeror is required to submit a response to the Best Value Bid by submitting two separate files. One file should be the technical offer and contain no financial/pricing information. This file should address the specific requirements noted in this Scope of Work document. The other file should be any financial details. However note, that the financial offer must be a firm fixed price that must also be entered as one dollar value in the line item in the online bidding system. This financial offer must be submitted by completing Appendix 11 – Printing Stationery Rate Sheet which may be found in the online bidding system under the “Bid Attachments” tab. This Rate Sheet must be completed and re-attached to your offer in the online bidding system. The Grand Total on your Rate Sheet must be transferred to line item #1 in the online bidding system for evaluation purposes. Notwithstanding, should you need to submit a redacted copy of your offer, you should also attach a copy of the redacted copy of the offer as described in the Attributes tab of the online bidding system.

III. SCOPE OF WORK / SPECIFICATIONS**A. Purpose**

The scope of this Best Value Bid is to grant a successful vendor the exclusive right for printing of letterhead, business cards, envelopes and notecards. Estimated quantities purchased for the last 12 months are outlined in Appendix 11, Printing Stationery Rate Sheet; however, these are only estimates. Actual quantities will vary.

B. Overview and Background

Organizational Structure: Clemson University is comprised of 4,909 faculty/staff and 18,317 enrolled students. There are six colleges and six non-academic divisions with a total of 113 departments. Some of these departments are located across the State of South Carolina.

Clemson University currently has a contract for printing of Stationery to include Letterhead, Envelopes, Business Cards and notecards. This was a five-year contract that will be expiring on 06/16/2013. Therefore, Clemson University would like to establish a replacement contract for another five-year period based on annual renewal options.

C. Requirements

Clemson University seeks qualified and experienced vendors to provide a contract for printing letterhead, business cards, envelopes and notecards with the following requirements:

1. Must meet the specifications for each product identified below in attached SC Printing Specification Sheets (Appendices 1 – 10 attached in online bidding system under “Bid Attachments” tab)
 - Appendix 1 – Business Cards

- 133 • Appendix 2 – Business Cards, 2-sided
134 • Appendix 3 – Business Cards, Score Only, Deliver Flat
135 • Appendix 4 – Business Cards, Score and Fold
136 • Appendix 5 – Carrier Envelopes #10, Formal
137 • Appendix 6 – Reply Envelopes #9, Informal
138 • Appendix 7 – Note Cards Envelopes A-2
139 • Appendix 8 – Note Cards
140 • Appendix 9 – Letterhead – Formal
141 • Appendix 10 – Notepads
142
- 143 2. Must adhere to University marketing standards as it permits to printed materials. These
144 rules are located at
145 <http://www.clemson.edu/administration/public-affairs/toolbox/standards/index.html>. Any
146 requests from customers in violation of these standards must be communicated to the
147 designated Clemson University contact for approval and failure to solicit will be the
148 responsibility of the vendor under penalty of removal from preferred list. Note that all
149 University units from colleges to departments to organizations potentially may have
150 unique wordmarks. This is a large number of marks, potentially in the hundreds. The
151 university creates these marks as they are requested by units and provides them to the
152 vendor. The vendor must then make all requested marks available as selections for
153 university users when ordering stationery.
154
- 155 3. Provide proofs in the media format requested by user on Specification Sheet. Vendor
156 errors identified in proofs will be cause for vendor to reproduce proofs at vendor's
157 expense. Customer alterations will be paid for by customer at the rate supplied by
158 Vendor in their bid.
159
- 160 4. Letterhead and envelopes must be able to be run through all sorts of desktop printers
161 without fear of ink coming off or smearing due to heat or any other reason in that
162 equipment.
163
- 164 5. All finished products must be delivered to location as specified by the customer on the
165 Purchase Order or other ordering form. Delivery costs must be included in Vendor bids
166 and no additional fees may be charged unless expressly approved by customer (i.e. delays
167 in production due to supplier planning may not result in vendor charging express delivery
168 fees). Customer alterations that delay production runs may be cause for additional
169 shipping fees so long as it is communicated to customer and time of request. Required
170 desktop delivery for items on this contract is seven (7) business days or sooner after order
171 placement, although an expedited delivery fee may be offered for a guaranteed delivery
172 sooner than the seven days. Desktop delivery is defined as delivery the same way
173 FEDEX, UPS, or DHL would deliver a package. Delivery may not be made to a loading
174 dock. So vendor must have capability to deliver product directly to end users.
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- 176 6. University retains right to periodically confirm market pricing by soliciting bids by non—
177 preferred vendors. Frequent findings of significantly lower (in excess of 10%) pricing
178 may be cause for termination of the contract.

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7. Vendor must make available to customer the final electronic version of every job produced. Vendor must also maintain a copy for at least 18-24 months. Failure to accurately maintain University records will be cause for removal from contract.
8. Vendors are responsible for providing all material and supplies to deliver product to Clemson (i.e. paper, ink, packaging, etc...) and pricing for these items must be inclusive in quoted price.
9. Templates of standard jobs will be provided by Clemson University to ensure standardization with current business cards, letterheads, etc... These templates may change from time to time. Clemson University Procurement Services will work directly with successful vendor to ensure changes. The university will work with successful vendor to set up the basic templates per university design approved by board. Again note that within the base templates for each item there will need to be the option for those ordering to plug in the unique wordmark of their university unit. These approved marks number in the hundreds.
10. Clemson's preferences is that the successful offeror agrees to work with the University and the University's third-party service provider, SciQuest, <http://supplierresource.library.sciquest.com/resources/documentation/> to provide the following:
 - a) a **cXML-Punchout Integration** allowing the capability to "Punch-Out" to an electronic catalog of products contracted for under this procurement.
 - b) a **cXML-Invoice Integration** allowing the capability to return invoices electronically to Clemson University through SciQuest.

The University has managed its procurement transactions via SciQuest for five years under our electronic purchasing system called buyWays. This eCatalog provides a way for contractors to more efficiently sell to and service Clemson University, while providing the University a mechanism to drive compliance and spend to this contract. In addition, this electronic invoicing will provide a way for contractors to submit invoices on purchase orders.

The successful offeror maintains full responsibility for providing the necessary eCatalog features and capabilities (as listed in the above link) prior to beginning integration efforts with the University and SciQuest. Most integrations (punch-out site customization, testing of end-to-end transactions) are completed within 4-6 weeks. While there are no fees or costs to integrate/test your solution with SciQuest, there may be needs that would require your own IT team or hired consultant to remedy or resolve. Any costs associated with this integration are at the offeror's overhead expense and will not be considered as an expense/cost that will be charged separately to the University.

The University recognizes that there may be additional costs in terms of technology and/or resources to make an integration on the part of the Offeror. We also recognize

225 that all Offerors may not be able to commit to this integration. As such, the minimum
226 requirement for this contract is that the Offeror provides a customized ordering website
227 that Clemson can utilize to place orders under this contract. Any proposal that does not
228 include this website as part of the proposal will NOT be considered. The spectrum of
229 offers therefore will vary from a very basic ordering website all the way through to a site
230 fully integrated with SciQuest. Proposals will be evaluated accordingly based on
231 information Offerors submit (see Section II, A. 2).
232

233 **IV. TERMS AND CONDITIONS – SPECIAL**

234 235 **EVALUATION FACTORS**

236 Offers will be evaluated using only the factors stated below. Evaluation factors are stated in the
237 relative order of importance, with the first factor being the most important. Once evaluation is
238 complete, all responsive Offerors will be ranked from most advantageous to least advantageous.
239

- 240 **1. Cost – 75%**
- 241 **2. Proposal for Ordering Solution (website, integration, transition plan) – 25%**

242 243 244 **V. APPENDICES TO SCOPE OF WORK**

- 245 • Appendix 1 – Business Cards
- 246 • Appendix 2 – Business Cards, 2-sided
- 247 • Appendix 3 – Business Cards, Score Only, Deliver Flat
- 248 • Appendix 4 – Business Cards, Score and Fold
- 249 • Appendix 5 – Carrier Envelopes #10, Formal
- 250 • Appendix 6 – Reply Envelopes #9, Informal
- 251 • Appendix 7 – Note Cards Envelopes A-2
- 252 • Appendix 8 – Note Cards
- 253 • Appendix 9 – Letterhead – Formal
- 254 • Appendix 10 – Notepads
- 255 • Appendix 11 – Printing Stationery Rate Sheet/Bidding Schedule

256 257 258 **VI. BIDDING SCHEDULE**

259 See attached Rate Sheet (Appendix 11 – Excel Spreadsheet) under “Bid Attachments” tab in
260 online bidding system. Rate Sheet must be completed and re-attached in online bidding system
261 as part of your response for evaluation purposes. Grand Total from Rate Sheet must be
262 completed in line item #1 total in online bidding system for evaluation purposes.
263

REF # _____

PRINTING SPECIFICATION SHEET

The South Carolina Government Printing Services Manual (1-1-98) is made a part of this Bid/Proposal by reference.

MARK ALL BOXES AND FILL IN THE BLANKS THAT ARE APPLICABLE

VENDOR _____ **AUTHORIZED SIGNATURE** _____

DESCRIPTION _____ **AGENCY** _____

AGENCY CONTACT _____ **PHONE NUMBER** _____

QUANTITY (per issue) _____ **ISSUES (per year)** _____ **FLAT SIZE** _____ **FINISHED SIZE** _____

PAGES _____ **PLUS COVER** _____ **SELF COVER** _____ **OTHER** _____

STOCK: Text _____ **Other** _____

Cover _____ **Other** _____

INK:	Text	1 Color _____	2 Color _____	3 Color _____	4 Color Process
		5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)
Covers 1 & 4 (Front & Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
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Covers 2 & 3 (Inside Front & Inside Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
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MECHANICAL: Composition and layout provided by - Vendor _____ Clemson _____ Other _____

MEDIA: Electronic Transmission - CD/DVD _____ E-mail/FTP _____ Other _____
Format - IBM Comp. _____ Macintosh _____ Other _____

SOFTWARE: _____

PRINTER: PostScript _____ PCL _____ Other _____

PROOFS: Forms (_____ Sets) _____ Other _____

FOLDING: Yes _____ No _____ Type _____

SPECIAL APPLICATIONS: Die Cut _____ Scoring _____ Perforations (No. _____)

BINDING: Saddle Stitch _____ Perfect Bind _____ Side Staple _____ 3 Hole Drill _____ Collate _____ Wire Bind _____
Plastic Bind (Color _____) _____ Other _____

PACKAGING: Boxed _____ per box _____ Wrapped _____ per package _____ Shrink Wrap _____ per package

COPY READY DATE: _____ **DELIVERY DATE REQUIRED:** _____

Inside Delivery: _____

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PACKAGING: Boxed _____ per box _____ Wrapped _____ per package _____ Shrink Wrap _____ per package

COPY READY DATE: _____ **DELIVERY DATE REQUIRED:** _____

Inside Delivery: _____

ALL COPY, PROOFS, ETC. MUST BE PICKED UP AND DELIVERED IN PERSON BY CONTRACTOR REPRESENTATIVE WHO IS KNOWLEDGEABLE AND CAPABLE OF DISCUSSING THE CONTRACT

PRINTING SPECIFICATION SHEET

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ADDITIONAL INSTRUCTIONS FOR:

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DESCRIPTION _____ **AGENCY** _____

AGENCY CONTACT _____ **PHONE NUMBER** _____

QUANTITY (per issue) _____ **ISSUES (per year)** _____ **FLAT SIZE** _____ **FINISHED SIZE** _____

PAGES _____ **PLUS COVER** _____ **SELF COVER** _____ **OTHER** _____

STOCK: Text _____ **Other** _____

Cover _____ **Other** _____

INK:	Text	1 Color _____	2 Color _____	3 Color _____	4 Color Process
		5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)
Covers 1 & 4 (Front & Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
	5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)	
Covers 2 & 3 (Inside Front & Inside Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
	5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)	

MECHANICAL: Composition and layout provided by - Vendor _____ Clemson _____ Other _____

MEDIA: Electronic Transmission - CD/DVD _____ E-mail/FTP _____ Other _____
Format - IBM Comp. _____ Macintosh _____ Other _____

SOFTWARE: _____

PRINTER: PostScript _____ PCL _____ Other _____

PROOFS: Forms (_____ Sets) _____ Other _____

FOLDING: Yes _____ No _____ Type _____

SPECIAL APPLICATIONS: Die Cut _____ Scoring _____ Perforations (No. _____)

BINDING: Saddle Stitch _____ Perfect Bind _____ Side Staple _____ 3 Hole Drill _____ Collate _____ Wire Bind _____
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		5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)
Covers 1 & 4 (Front & Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
	5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)	
Covers 2 & 3 (Inside Front & Inside Back)	1 Color _____	2 Color _____	3 Color _____	4 Color Process	
	5 Color _____	6 Color _____	Other _____	Bleeds (No. _____)	

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REF # _____

DESCRIPTION _____ AGENCY _____

Appendix 11 - Printing - Stationery Contract F

Vendor Name:

Description		Bid Price		
Specs detailed in Appendix 1	Business Cards	Per 100	\$0.00	
		Per 200	\$0.00	
		Per 300	\$0.00	
		Per 500	\$0.00	
		Per 1,000	\$0.00	
		Per 1,500	\$0.00	
Specs detailed in Appendix 2	Business Cards, 2-sided	Per 100	\$0.00	
		Per 200	\$0.00	
		Per 300	\$0.00	
		Per 500	\$0.00	
		Per 1,000	\$0.00	
		Per 1,500	\$0.00	
Specs detailed in Appendix 3	Business Cards, Score Only, Deliver Flat	Per 100	\$0.00	
		Per 1,000	\$0.00	
		Per 1,500	\$0.00	
Specs detailed in Appendix 4	Business Cards, Score and Fold	Per 100	\$0.00	
		Per 1,000	\$0.00	
		Per 1,500	\$0.00	
Specs detailed in Appendix 5	Carrier Envelopes #10 Formal	Formal	Per 500	\$0.00
		Formal	Per 1,000	\$0.00
		Formal	Per 1,500	\$0.00
		Formal	Per 2,000	\$0.00
		Formal	Per 2,500	\$0.00
		Formal	Per 3,000	\$0.00
Specs detailed in Appendix 6	Reply Envelopes #9 Informal	Informal	Per 500	\$0.00
		Informal	Per 1,000	\$0.00
		Informal	Per 1,500	\$0.00
		Informal	Per 2,000	\$0.00
		Informal	Per 2,500	\$0.00
		Informal	Per 3,000	\$0.00
Specs detailed in Appendix 7	Note Cards Envelopes A-2	Per 250	\$0.00	
		Per 500	\$0.00	
		Per 1,000	\$0.00	

Specs detailed in Appendix 8	Note Cards		Per 250	\$0.00
			Per 500	\$0.00
			Per 1,000	\$0.00
Specs detailed in Appendix 9	Letterhead Formal	Formal	Per 500	\$0.00
		Formal	Per 1,000	\$0.00
		Formal	Per 1,500	\$0.00
		Formal	Per 2,000	\$0.00
		Formal	Per 2,500	\$0.00
		Formal	Per 3,000	\$0.00
Specs detailed in Appendix 10	Notepads		12 Pads	\$0.00
			24 Pads	\$0.00

*** End Product Preference (SC or US)**

Section 11-35-1524 provides a preference to vendors offering South Carolina end-products or US end-products or grown in SC or the US, respectively. An end-product is the tangible project identified for acquisition in final form and ready for the use intended. The terms "made," "manufactured," and "grown" are defined in your offer and checking the appropriate space(s) provided and identified on the bid schedule, you certify that the product is manufactured or grown in South Carolina, or other states of the United States, as applicable. Preference for end-product substitutions are prohibited. See "Substitutions Prohibited - End Product Preferences" page 10. Please indicate any preference above per individual item.

Rate Sheet



Indicate one o

Actual Quantities Purchased last 12 months	Extended Amount (based on quantities purchased x Bid Price)	SC* Made, Mfg, or Grown per regulations at bottom of page below (indicate SC by selecting from dropdown for each item applicable)
320	\$0.00	
198	\$0.00	
67	\$0.00	
140	\$0.00	
29	\$0.00	
7	\$0.00	
163	\$0.00	
46	\$0.00	
31	\$0.00	
28	\$0.00	
16	\$0.00	
4	\$0.00	
1	\$0.00	
1	\$0.00	
1	\$0.00	
1	\$0.00	
1	\$0.00	
1	\$0.00	
57	\$0.00	
24	\$0.00	
11	\$0.00	
13	\$0.00	
5	\$0.00	
6	\$0.00	
22	\$0.00	
5	\$0.00	
1	\$0.00	
1	\$0.00	
1	\$0.00	
1	\$0.00	
9	\$0.00	
5	\$0.00	
1	\$0.00	

16	\$0.00	
20	\$0.00	
1	\$0.00	
32	\$0.00	
24	\$0.00	
5	\$0.00	
6	\$0.00	
3	\$0.00	
12	\$0.00	
10	\$0.00	
4	\$0.00	

TOTAL \$0.00
Enter the Total Amount above in Line 001 in online bidding system for evaluation purposes.

***d-products, if those products are made, manufactured,
on in this solicitation, including all component parts in
ined by Section 11-35-1524(A). By signing
rtify that the end-product(s) is either made,
ence will be applied as required by law.
rovision.***

only (SC or US)

US*

Made, Mfg or Grown per regulations at bottom of page below
(indicate US by selecting from dropdown for each item applicable)

