



Hanover Historical Society Request for Proposal (RFP)

- Services:** Book Printing and Binding
- Project:** The Hanover Historical Society seeks to print and bind 500 or 1,000 copies of *Safe From the Outside World: A Social History of Hanover, Minnesota, Second Edition* before March 30, 2020.
- Closing Date:** Thursday September 19, 2019 at 11:59pm Central Time
- Primary Contact:** Crystal Boyd
Project Manager
(612) 247-5283
crystalboydconsulting@gmail.com

A. General

1. Purpose

The Hanover Historical Society (HHS) seeks proposals from a qualified printer to provide professional printing and binding services for the non-fiction book *Safe From the Outside World: A Social History of Hanover, Minnesota, Second Edition*. This RFP describes the basic services required and the process for selecting the qualified printer.

2. Submission of Proposal

Prospective printers shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than 11:59pm Central Time on Thursday September 19, 2019 to crystalboydconsulting@gmail.com. All proposals must be clearly marked "Book Printing – Hanover Historical Society" in the subject heading.

All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

B. Background Information

The Hanover Historical Society is located in Wright County, Minnesota. The organization incorporated as a 501(c)3 non-profit in 2003 and first published *Safe From the Outside World: A Social History of Hanover, Minnesota* in 2004. HHS is now updating and expanding the non-fiction book, which will become available to the public in October 2020 at an open house for the Hanover Area History Center. Funding for this work may be provided by a grant from the Minnesota Historical and Cultural Heritage Grants Program.

C. Scope of Services

The winning bidder will work closely with the HHS Board of Directors and the project manager to deliver the final product before March 30, 2020.

Specifications include:

- Title: *Safe from the Outside World: A Revised Social History of Hanover, Minnesota*
- Quantities: 500 (alternate bid) and 1,000 (base bid); bid both quantities. For both quantity bids, provide add/deduct (\$/page) if the final pages are greater than/less than 300 pages.
- Page Size: 9.5" (width) x 8" (height, spine)
- Pages: 300 duplexed
- Cover original: PDF file with all fonts embedded, 2 high res images, 1/8" bleed and spine width included
- Cover printing: 4-color cover on 10 pt C1S/white stock with matte lay flat lamination, bleeds, print 2 sides
- Text original: PDF
- Text printing: Black ink on 60" Boise offset white, 438 PPI, no bleeds, no printing within 3/8" of trim (please confirm that the paper is acid-free)
- Spine width: 0.7005"
- Binding: Perfect bind, pack in double-wall cartons
- Proofs: Print to provide proof
- Shipping & Packing:
 - Proofs to: Pen & Ink Communications, 11150 River Road NE, Hanover, MN 55341
 - Books to: Ship all copies to 55341 via freight

D. Project Timeline

Proposals will be evaluated within a maximum of two weeks of the bid closing, and bidders will be notified of their status as soon as possible thereafter. Bids must be valid for 12 months, and winning bidder must commit to the bid price. The awarded bid will only be used if HHS is selected to receive a grant from the Minnesota Historical and Cultural Heritage Grants Program; notification from the grants program is expected in mid-September 2019.

Date	Activity
Thursday August 29, 2019	RFP issued
Thursday, September 19, 2019 at 11:59pm Central Time	RFP responses due
Friday, October 4, 2019	Estimated contract award
Wednesday, January 1, 2020	Dependent upon funding, project commences
March 30, 2020	Estimated project completion

E. Qualifications

The selected printer shall possess the following qualifications:

- Have experience in the field with reliable production capacity and ability to ensure efficient delivery;
- Ability to meet federal, state, and grant program standards for any deliverables produced;
- Ability to organize project records and meet deadlines as necessary;
- Strong commitment to quality control, attention to detail, communication, and collaboration.

F. Proposals

In preparing a response to this RFP, the printer shall propose and describe the detailed Scope of Services for this specific project based on the information above.

The project must be carried out in accordance with the provisions outlined by the [Minnesota Historical and Cultural Grants manual](http://www.mnhs.org/preservation/legacy-grants/grants-manual) (<http://www.mnhs.org/preservation/legacy-grants/grants-manual>).

Minimum Proposal Contents

Proposals from qualified printers shall include, at a minimum, the following information:

1. Statement of Solution

Describe how your firm proposes to address the challenges of completing this project, including any perceived opportunities that should be considered.

2. Project understanding, approach, and coordination methods:

- (a) Printer shall describe understanding of project and identify approach to fulfill the scope of services and deliverable requirements.
- (b) Printer shall summarize the key elements of the proposal and outline reasons why its firm should be selected.

3. Similar Project Experience:

Printer shall identify similar project experience within the last 3-5 years and provide a reference for each. Submitted projects shall represent work of the proposed team and not just that of the firm. By submitting a response to this RFP, the respondent hereby authorizes HHS to contact references and make such further investigations as may be in the best interest of the organization.

4. Company Profile, Consultant Team, and Project Manager Qualifications:

Printer shall submit a company profile and identify a project manager, work performed on similar projects, and manager qualifications.

Additional team members, including sub-contractors if required, shall be identified, including previous experience and qualifications, details of training, and where bidder personnel and subcontractors are located.

5. Schedule and Work Plan

Printer shall identify the key work tasks, milestones, and critical path based upon HHS's proposed project completion date of March 30, 2020. Any proposals that project work beyond HHS's preferred project completion date must provide clear justification for the scheduling overage.

6. Fee

Printer shall identify total fee to complete described work. Costs for each phase of service shall be individually delineated. The total fee shall reflect all costs, included but not limited to, sub-contractors/consultants, meeting allowance, specified deliverables, overhead, profit and reimbursable. Estimated costs for materials are required to be included under reimbursable expenses. As appropriate, coordination of these services shall be included in the fee proposal. Please note that overhead is not an allowable expense under the terms of Arts and Cultural Heritage Fund grants, so HHS is unable to cover this line item.

Combined RFP Responses

HHS will release two separate RFPs related to this project: one RFP for design and layout of the revised book and one RFP for printing and binding services. A single entity may submit one bid responding to both RFPs if their bid shows distinct fees for design/layout and printing/binding services.

Conditions on Receipt of Proposals

This RFP does not obligate HHS to award any specific project. HHS reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of

HHS. HHS also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s). All documents included in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties involved have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

G. Proposal Evaluation and Selection Process

The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project. The evaluation process includes:

1. Shortly after the submission deadline a selection committee comprised of the HHS Board of Directors will review all proposals. At its discretion, HHS may elect to conduct interviews with prospective printers or their references as part of the selection process.
2. The Hanover Historical Society will evaluate proposals based on the following criteria:
 - a. Printer's Statement of Solution;
 - b. Project understanding, approach, and coordination methods;
 - c. Previous experience with similar projects;
 - d. Bidder and sub-contractor qualification, technical expertise, knowledge, and experience;
 - e. Schedule and Work Plan;
 - f. Fee Proposal; and
 - g. Any other factor(s) that might aid in selecting the best candidate.
3. Upon approval by the HHS Board of Directors, the successful bidder will be notified and an agreement will be finalized. Unsuccessful bidders will be notified after the agreement has been executed. Work on this project is anticipated to commence no later than Wednesday, January 1, 2020.
4. HHS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. HHS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.

H. Delivery Schedule

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful bidder and HHS. The anticipated project completion date is March 30, 2020. Bidders should be aware that HHS may have limited ability to extend the project end date due to restrictions associated with receiving funds provided by the Minnesota Historical and Cultural Grants Program.

J. Contact

Questions regarding this RFP or the associated project should be directed to:
Crystal Boyd
Project Manager

(612) 247-5283
crystalboydconsulting@gmail.com