

Questions & Answers - 1

Solicitation

21-62F-001 - Business Cards and Printed Materials

Buying Organization

Poudre School District

No	Question/Answer	Question Date
Q1	<p>Question: Project Commencement Date</p> <p>Hello,</p> <p>With a bid closing date of January 26, 2021, when do you anticipate the selected vendor(s) begin the print work? I see in section 1.20 that commencement would begin with execution; how long does this typically take?</p> <p>Thank you, Sara Schaeffner The Digital Frontier</p> <p>Answer: After an Intent to Award is issued, negotiations and contract execution effort will begin. Final award and start of contract will occur once this process has been completed.</p>	01/13/2021
Q2	<p>Question: Template format</p> <p>Hello,</p> <p>Exhibit A references templates. What format will these be in? Reading the text, including references to pull-downs, I am inferring Excel. Can you please confirm or correct this?</p> <p>Thank you, Sara Schaeffner The Digital Frontier</p> <p>Answer: Templates will be in Adobe InDesign format</p>	01/13/2021
Q3	<p>Question: Page Quantity in Code of Conduct Booklets</p> <p>Hello,</p> <p>How many pages are the Code of Conduct Booklets listed in section 4.0 of the RFQ (Cost Proposal) and in Exhibit A? And are they to be printed double-sided?</p> <p>Thank you, Sara Schaeffner The Digital Frontier</p> <p>Answer: Past printing have been 80 pages total, including a self-cover. An electronic example of a previously printed booklet has been included with this addendum as reference only.</p>	01/14/2021
Q4	<p>Question: Exhibit C and D</p> <p>On product specifications exhibit A, page 3 mentions artwork for the Code of Conduct booklet, it states to refer to exhibit C and D.</p> <p>There is no exhibit C or D on the documents provided via bid net?</p> <p>Answer: Please disregard exhibits C and D as they do not exist. Artwork will be provided as a PDF - cover and content changes every year.</p>	01/14/2021

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Q5	<p>Question: Pantone color numbers On exhibit A - product specifications, there are some items mentioning Pantone colors. Can you please provide the Pantone color numbers needed?</p> <p>Answer: Official PSD colors 110 and 281 for coated stock, 7405 and 2757 for uncoated</p>	01/14/2021
Q6	<p>Question: Items Listed in Exhibit A Can you advise estimated annual quantities for items listed in Exhibit A:</p> <p>Business Cards Stationary Materials Tri Fold Brochures</p> <p>Answer: As these items have been purchased by many different individuals, and not through a central position, estimated quantities are not available.</p>	01/15/2021
Q7	<p>Question: Code of Conduct Booklets Can you please advise how many pages are there in the Code of Conduct Booklet</p> <p>Answer: Refer to answer of Q3</p>	01/15/2021
Q8	<p>Question: Quantities for printing What quantities to quote for the letterheads, envelopes, postcards and pocket folders?</p> <p>Answer: Quantities that are not filled in on the Cost Proposal table should follow the table header for that column. Proposal should list the lowest possible order quantity for that item in the appropriate column, then the quantity for the next price break in the following appropriate columns.</p>	01/18/2021
Q9	<p>Question: Page count for booklets How many pages are in the Code of Conduct booklets</p> <p>Answer: Refer to answer of Q3</p>	01/18/2021
Q10	<p>Question: Cost Proposal For the table with "Lowest possible Order Qty" and other headers it doesn't have quantities listed for each item. Does this mean we can suggest lowest quantities and price breaks?</p> <p>Answer: Yes, please provide your lowest quantities and price breaks where quantities are not filled in.</p>	01/18/2021
Q11	<p>Question: Previous Contract Is there pricing from the previous contract available?</p> <p>Answer: This information is not available.</p>	01/18/2021
Q12	<p>Question: Envelopes Pricing The specs have A2, A6, and A7 but the cost proposal only has envelopes listed, not their individual sizes to account for a price difference. Will this be updated or are we expected to quote it as one item?</p> <p>Answer: Quote as written - envelopes are not always printed in correlation with notecards.</p>	01/18/2021
Q13	<p>Question: Code of Conduct Booklets What will be the page count or approximate page count for the booklets?</p> <p>Answer: Refer to answer of Q3</p>	01/18/2021

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Q14	<p>Question: Code of Conducts Booklets Do you typically order all (or most) of the booklets at once or gradually?</p> <p>Answer: Full quantities printed at time of order</p>	01/18/2021
Q15	<p>Question: References page 5 - 1.13 page 5 - 1.13</p> <p>States: Suppliers are required to submit the name, address, phone number, email address and contact person of at least three (3) K-12 Education resources (Colorado K-12 references are preferred) that have operated the proposed or similar product in an educational environment for a minimum of six (6) months:</p> <p>Will other Colorado governmental references be considered in lieu of Colorado K-12?</p> <p>Answer: Other governmental references will be considered.</p>	01/19/2021
Q16	<p>Question: Quantity specification Notecards, Postcards, A2, A6, A7 envelopes, District LH, School LH, #10 envelopes, Pocket folders, and Code of Conduct Booklets: Do you have qty.'s that you want quoted, or are we to choose min. qty, next discount qty., and next discount qty.? On the envelopes, please provide qty.'s you need quoted for each type of envelope.</p> <p>Answer: Quantities that are not filled in on the Cost Proposal table should follow the table header for that column. Proposal should list the lowest possible order quantity for that item in the appropriate column, then the quantity for the next price break in the following appropriate columns (Note: only first question was answered as questions were required one at a time per solicitation and instructions on BidNet)</p>	01/19/2021
Q17	<p>Question: Portal - page 10 2.23 and 2.23 page 10 2.23 and 2.23</p> <p>Supplier shall provide and maintain a dedicated URL for the District printing portal.</p> <p>All District users shall be set up under one account with separate and unique login credentials per user.</p> <p>Questions:</p> <p>Q. Does Poudre School District have an existing portal which can be utilized?</p> <p>Q. Can the cost of the creation and maintain of the portal be included within the pricing of this bid response?</p> <p>Q. Would Poudre School District consider an alternative way to place orders like email?</p> <p>Q. Would Poudre School District consider a direct e-mail template which is as efficient as the portal and can be used by all requesters?</p> <p>Answer: Current portal was built and maintained by vendor - PSD does not have ownership. (Note: only first question was answered as questions were required one at a time per solicitation and instructions on BidNet)</p>	01/19/2021

No	Question/Answer	Question Date
Q18	<p>Question: Code of Conduct Booklets Code of Conduct Booklets: Page counts? For each version if they differ? Are there only 3 language versions? Should we go by the 2019 numbers or do you have specific qty.'s to quote?</p> <p>Answer: Refer to answer of Q3 for page count - English, Spanish and Arabic versions have same page count. (Note: only first question was answered as questions were required one at a time per solicitation and instructions on BidNet)</p>	01/19/2021
Q19	<p>Question: Letterhead specifications and quantities Letterhead: What are the Pantone colors? Qty.'s to be quoted for each LH (District and School)?</p> <p>Answer: Pantone colors vary from school to school - Pantone specs provided at time of order. (Note: only first question was answered as questions were required one at a time per solicitation and instructions on BidNet)</p>	01/19/2021
Q20	<p>Question: Final Approval Page 10 2.12 Supplier shall provide functionality for final approval sign-off.</p> <p>Will the Poudre School District accept final sign-off via e-mail approval?</p> <p>Answer: Yes. That will be acceptable.</p>	01/19/2021
Q21	<p>Question: Notecards and Postcards Notecards and Postcards: Is the 80# Cover to be gloss, dull/matte/satin, or uncoated stock?</p> <p>Answer: Matte or Dull finish</p>	01/19/2021
Q22	<p>Question: Quantity specification There are 12 products listed in the RFQ, but only 4 have qtys listed. Do you require a quote for all products or just the 4 with qtys?</p> <p>Answer: Quantities that are not filled in on the Cost Proposal table should follow the table header for that column. Proposal should list the lowest possible order quantity for that item in the appropriate column, then the quantity for the next price break in the following appropriate columns</p>	01/19/2021
Q23	<p>Question: Exhibit A quantities In exhibit A, there are 9 products, ea with multiple options/sizes listed, but not all have qtys. Should vendors quote all products listed or just the 4 with qtys in the RFQ?</p> <p>Answer: Quantities that are not filled in on the Cost Proposal table should follow the table header for that column. Proposal should list the lowest possible order quantity for that item in the appropriate column, then the quantity for the next price break in the following appropriate columns</p>	01/19/2021

No	Question/Answer	Question Date
Q24	<p>Question: Exhibit A - Question Exhibit A</p> <p>For Discount Considerations:</p> <p>Can Poudre School share the approximate quantity numbers of business cards and stationary printed in 2019?</p> <p>What is the standard quantity and frequency of the stationary print products?</p> <p>Answer: As these items have been purchased by many different individuals, and not through a central position, estimated quantities are not available. (Note: only first question was answered as questions were required one at a time per solicitation and instructions on BidNet)</p>	01/19/2021
Q25	<p>Question: Booklet Page Count In exhibit A, how many pages are in the booklets?</p> <p>Answer: Refer to answer of Q3</p>	01/19/2021
Q26	<p>Question: Deadline Extension Is it possible to extend the deadline to allow time to prepare a quote based on updated information vendors may receive from the District?</p> <p>Answer: The deadline of 2:00 PM Mountain on January 26, 2021 will remain.</p>	01/19/2021