



UNIVERSITY  
OF KENTUCKY

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# Purchasing Division

Request for Proposal

UK-2303-23

Proposal Due Date – 11/29/22

STATIONERY PRINTING



# UNIVERSITY OF KENTUCKY

## Purchasing Division

### REQUEST FOR PROPOSAL (RFP)

**ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.**

<b>PROPOSAL NO.:</b>	<b>UK-2303-23</b>	<b>RETURN ORIGINAL COPY OF PROPOSAL TO:</b>
<b>Issue Date:</b>	<b>11/7/22</b>	<b>UNIVERSITY OF KENTUCKY</b>
<b>Title:</b>	<b>Stationery Printing</b>	<b>PURCHASING DIVISION</b>
<b>Purchasing Officer:</b>	<b>Rebecca Purcell</b>	<b>411 S LIMESTONE</b>
<b>Email/Phone:</b>	<b><a href="mailto:rpurcell@uky.edu">rpurcell@uky.edu</a> 859-257-5479</b>	<b>ROOM 322 PETERSON SERVICE BLDG.</b>
		<b>LEXINGTON, KY 40506-0005</b>

**IMPORTANT: PROPOSALS MUST BE RECEIVED BY: 11/29/22 3 P.M. LEXINGTON, KY TIME.**

NOTICE OF REQUIREMENTS

- The University's General Terms and Conditions and Instructions to Bidders, viewable at [www.uky.edu/Purchasing/terms.htm](http://www.uky.edu/Purchasing/terms.htm), apply to this RFP. When the RFP includes construction services, the University's General Conditions for Construction and Instructions to Bidders, viewable at [www.uky.edu/Purchasing/ccphome.htm](http://www.uky.edu/Purchasing/ccphome.htm), apply to the RFP.
- Contracts resulting from this RFP must be governed by and in accordance with the laws of the Commonwealth of Kentucky.
- Any agreement or collusion among offerors or prospective offerors, which restrains, tends to restrain, or is reasonably calculated to restrain competition by agreement to bid at a fixed price or to refrain from offering, or otherwise, is prohibited.
- Any person who violates any provisions of KRS 45A.325 shall be guilty of a felony and shall be punished by a fine of not less than five thousand dollars nor more than ten thousand dollars, or be imprisoned not less than one year nor more than five years, or both such fine and imprisonment. Any firm, corporation, or association who violates any of the provisions of KRS 45A.325 shall, upon conviction, be fined not less than ten thousand dollars or more than twenty thousand dollars.

AUTHENTICATION OF BID AND STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST

I hereby swear (or affirm) under the penalty for false swearing as provided by KRS 523.040:

- That I am the offeror (if the offeror is an individual), a partner, (if the offeror is a partnership), or an officer or employee of the bidding corporation having authority to sign on its behalf (if the offeror is a corporation);
- That the attached proposal has been arrived at by the offeror independently and has been submitted without collusion with, and without any agreement, understanding or planned common course of action with, any other Contractor of materials, supplies, equipment or services described in the RFP, designed to limit independent bidding or competition;
- That the contents of the proposal have not been communicated by the offeror or its employees or agents to any person not an employee or agent of the offeror or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official closing of the RFP;
- That the offeror is legally entitled to enter into contracts with the University of Kentucky and is not in violation of any prohibited conflict of interest, including, but not limited to, those prohibited by the provisions of KRS 45A.330 to .340, and 164.390;
- That the offeror, and its affiliates, are duly registered with the Kentucky Department of Revenue to collect and remit the sale and use tax imposed by Chapter 139 to the extent required by Kentucky law and will remain registered for the duration of any contract award;
- That I have fully informed myself regarding the accuracy of the statement made above.

SWORN STATEMENT OF COMPLIANCE WITH CAMPAIGN FINANCE LAWS

In accordance with KRS 45A.110 (2), the undersigned hereby swears under penalty of perjury that he/she has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky and that the award of a contract to a bidder will not violate any provision of the campaign finance laws of the Commonwealth of Kentucky.

CONTRACTOR REPORT OF PRIOR VIOLATIONS OF KRS CHAPTERS 136, 139, 141, 337, 338, 341 & 342

The contractor by signing and submitting a proposal agrees as required by 45A.485 to submit final determinations of any violations of the provisions of KRS Chapters 136, 139, 141, 337, 338, 341 and 342 that have occurred in the previous five (5) years prior to the award of a contract and agrees to remain in continuous compliance with the provisions of the statutes during the duration of any contract that may be established. Final determinations of violations of these statutes must be provided to the University by the successful contractor prior to the award of a contract.

CERTIFICATION OF NON-SEGREGATED FACILITIES

The contractor, by submitting a proposal, certifies that he/she is in compliance with the Code of Federal Regulations, No. 41 CFR 60-1.8(b) that prohibits the maintaining of segregated facilities.

**SIGNATURE REQUIRED:** This proposal cannot be considered valid unless signed and dated by an authorized agent of the offeror. Type or print the signatory's name, title, address, phone number and fax number in the spaces provided. Offers signed by an agent are to be accompanied by evidence of his/her authority unless such evidence has been previously furnished to the issuing office.

<b>DELIVERY TIME:</b>	<b>NAME OF COMPANY:</b>	<b>DUNS #</b>
<b>PROPOSAL FIRM THROUGH:</b>	<b>ADDRESS:</b>	<b>Phone/Fax:</b>
<b>PAYMENT TERMS:</b>	<b>CITY, STATE &amp; ZIP CODE:</b>	<b>E-MAIL:</b>
<b>SHIPPING TERMS: F. O. B. DESTINATION PREPAID AND ALLOWED</b>	<b>TYPED OR PRINTED NAME:</b>	<b>WEB ADDRESS:</b>
<b>FEDERAL EMPLOYER ID NO.:</b>	<b>SIGNATURE:</b>	<b>DATE:</b>

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## 1.0 DEFINITIONS

The term "addenda" means written or graphic instructions issued by the University of Kentucky prior to the receipt of proposals that modify or interpret the RFP documents by additions, deletions, clarifications and/or corrections.

The term "competitive negotiations" means the method authorized in the Kentucky Revised Statutes, Chapter 45A.085.

The terms "offer" or "proposal" mean the offeror's/offers' response to this RFP.

The term "offeror" means the entity or contractor group submitting the proposal.

The term "contractor" means the entity receiving a contract award.

The term "purchasing agency" means the University of Kentucky, Purchasing Division, Room 322 Peterson Service Building, Lexington, KY 40506-0005.

The term "purchasing official" means the University of Kentucky's appointed contracting representative.

The term "responsible offeror" means a person, company or corporation that has the capability in all respects to perform fully the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an offeror is responsible, the University may evaluate various factors including (but not limited to): financial resources; experience; organization; technical qualifications; available resources; record of performance; integrity; judgment; ability to perform successfully under the terms and conditions of the contract; adversarial relationship between the offeror and the University that is so serious and compelling that it may negatively impact the work performed under this RFP; or any other cause determined to be so serious and compelling as to affect the responsibility of the offeror.

The term "solicitation" means RFP.

The term "University" means University of Kentucky.

## 2.0 GENERAL OVERVIEW

### 2.1 Intent and Scope

This Request for Proposals is to establish **Price Contract(s) for Stationery Printing** for the University of Kentucky, Lexington, Kentucky. The resultant price contract(s) shall be for printing of stationery products which include, but are not limited to, business cards, letterhead, envelopes, invitations, forms, and related products/services.

It is the University's intent to award multiple contracts from this Request for Proposal, although it reserves the right to award a single contract, or no contracts.

It is the University's intent to award a minimum of one price contract to an Offeror whose primary printing facility is physically located in the central Kentucky area and in compliance with all terms and conditions of this Request for Proposals. The definition of "central Kentucky" in this regard consists of Fayette County and contiguous counties.

Awardees of contracts will serve as "one-stop" shops providing all required stationery-related products and services of the University whether they be provided in-house or via a sub-contracting structure. Contract awardees are fully and solely responsible to the University for all products and services provided through their contract.

Offerors must provide pricing on all sections and items in this solicitation. No area should be left blank. For items that are no cost, Offerors must enter a "0". Any section or blank not completed will be considered free and at no-charge to the University.

This Request for Proposal does not include products or services related to full-service printing, newsprint, non-printing Public Relations/Advertising, and any other items the University may deem as non-appropriate.

Although most orders against the resultant contracts would originate with the Lexington campus, Offerors are advised the University has multiple outlying research and satellite offices throughout the state which may purchase from the resultant contracts. This includes county Cooperative Extension Service (CES) offices throughout the state.

### 2.2 Background Information

The University currently has four (4) stationery printing contracts.

Estimated expenditures for all (full-service and stationery combined) printing purchases by the University are approximately \$4 million per year.

### 2.3 University Information

Since his arrival, President Eli Capilouto has set forth an ambitious agenda to extend and enhance our role as Kentucky's land-grant and flagship research university. By focusing on infrastructure growth and improvement; creating opportunities for innovative teaching, learning, and academic excellence; fostering a robust research and creative scholarship enterprise; providing life-saving



subspecialty care; empowering communities through service and outreach; and encouraging a transparent and shared dialogue about institutional priorities; the University of Kentucky will ensure a new century of promise for the people we impact.

Founded in 1865 as a land-grant institution adjacent to downtown Lexington, UK is nestled in the scenic heart of the beautiful Bluegrass Region of Kentucky. From its early beginnings, with only 190 students and 10 professors, UK's campus now covers more than 918 acres and is home to more than 30,000 students and approximately 14,500 employees, including more than 2,300 full-time faculty. UK is one of a small number of universities in the United States that has programs in agriculture, engineering, a full complement of health colleges including medicine and pharmacy, law and fine arts on a single campus, leading to groundbreaking discoveries and unique interdisciplinary collaboration. The state's flagship university consists of 17 academic and professional colleges where students can choose from more than 200 majors and degree programs at the undergraduate and graduate levels. The colleges are Agriculture, Food and Environment; Arts and Sciences; Business and Economics; Communication and Information; Dentistry; Design; Education; Engineering; Fine Arts; Graduate School; Health Sciences; Law; Medicine; Nursing; Pharmacy; Public Health; and Social Work. These colleges are supported by a modern research library system.

Research at the University of Kentucky is a dynamic enterprise encompassing both traditional scholarship and emerging technologies, and UK's research faculty, staff and students are establishing UK as one of the nation's most prolific public research universities. UK's research enterprise attracted \$285 million in research grants and contracts from out-of-state sources, which generated a \$580 million impact on the Kentucky economy. Included in this portfolio is \$153 million in federal awards from the National Institutes of Health, non-NIH grants from the Department Health and Human Services, the National Science Foundation, Department of Energy, Department of Agriculture and NASA, among others. The National Science Foundation ranks UK's research enterprise 44th among public institutions.

With more than 50 research centers and institutes, UK researchers are discovering new knowledge, providing a rich training ground for current students and the next generation of researchers, and advancing the economic growth of the Commonwealth of Kentucky. Several centers excel in the services offered to the public. The Gluck Equine Research Center is one of only three facilities of its kind in the world, conducting research in equine diseases.

The Center for Applied Energy Research is pursuing groundbreaking discovery across the energy disciplines. CAER staff are pioneering new ways to sustainably utilize Kentucky natural resources through carbon-capture algae technology, biomass/coal to liquid products and the opening of UK's first LEED-certified research lab to support the development of Kentucky's growing alternative energy industry. Among the brightest examples of UK's investment in transformative research is the Markey Cancer Center. As a center of excellence and distinction at UK, Markey's robust research and clinical enterprise is the cornerstone of our commitment to Kentucky – fundamental to our success in uplifting lives through our endeavors and improving the general health and welfare of our state – burdened by the nation's highest rate of cancer deaths per 100,000 people. In 2013, Markey earned the prestigious National Cancer Institute-designation (NCI) – one of 68 nationally and the only one in Kentucky.

The University of Kentucky was awarded a \$20 million Clinical Translational Sciences Award (CTSA) from the National Institutes of Health (NIH). As one of only 60 institutions with this research distinction, UK was awarded the CTSA for its potential in moving research and discovery in the lab into practical field and community applications. The CTSA and NCI are part of a trifecta of federal

research grants that includes an Alzheimer's Disease Center. UK is one of only 22 universities in the country to hold all three premier grants from NIH.

Established in 1957, the medical center at UK is one of the nation's finest academic medical centers and includes the University's clinical enterprise, UK HealthCare. The 569-bed UK Albert B. Chandler Hospital and Kentucky Children's Hospital, along with 256 beds at UK Good Samaritan Hospital, are supported by a growing faculty and staff providing the most advanced subspecialty care for the most critically injured and ill patients throughout the Commonwealth and beyond. Over the last several years, the number of patients served by the medical enterprise has increased from roughly 19,000 discharges to more than 36,000 discharges in 2014.

UK Chandler Hospital includes the only Level 1 Trauma Center for both adult and pediatric patients in Central and Eastern Kentucky. In addition, UK HealthCare recently opened one of the country's largest robotic hybrid operating rooms and the first of its kind in the region. While our new patient care pavilion is the leading healthcare facility for advanced medical procedures in the region, our talented physicians consult with and travel to our network of affiliate hospitals so Kentucky citizens can receive the best health care available close to their home and never need to leave the Bluegrass for complex subspecialty care.

UK's agenda remains committed to accelerating the University's movement toward academic excellence in all areas and gain worldwide recognition for its outstanding academic programs, its commitment to students, its investment in pioneering research and discovery, its success in building a diverse community and its engagement with the larger society. It is all part of the University's fulfillment of our promise to Kentucky to position our state as a leader in American prosperity.

## **SUSTAINABILITY**

Sustainability is an institution-wide priority for the University of Kentucky. We strive to ensure that all activities are ecologically sound, socially just, and economically viable, and that they will continue to be so for future generations. This commitment also prioritizes the integration of these principles in curricula, research, athletics, health care, creative works, and outreach. This principled approach to operational practices and intellectual pursuits is intended to prepare students and empower the campus community to support sustainable development in the Commonwealth and beyond. The UK Sustainability Strategic Plan guides these efforts (<https://www.uky.edu/sustainability/sustainability-strategic-plan>). #

## **2.4 Supplier Diversity and Procurement**

The University of Kentucky is committed to serve as an advocate for diverse businesses in their efforts to conduct business. Diverse Business Enterprises (DBE) consist of minority, women, disabled, veteran and disabled veteran owned business firms that are at least fifty-one percent owned and operated by an individual(s) of the aforementioned categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled.

The University is committed to increasing the amount of goods and services acquired from businesses owned and controlled by diverse persons to 10% of all procurement expenditures. The University expects its suppliers to support and assist in this effort.

Among the University's goals for DBE participation in procurement are:

- To ensure the absence of barriers that reduce the participation of diverse suppliers

- Educate vendors on "how to" do business with the University
- Support diverse vendors seeking to do business with the University in the areas of goods, services, construction, and other areas of procurement
- Encourage participation of qualified diverse vendors by directing them to agencies that can benefit from their product or service
- Provide resources for diverse vendors
- Sponsor events to assist diverse vendors in becoming active, responsible, and responsive participants in the University's purchasing opportunities

For additional information regarding how diverse suppliers may participate in this Request for Proposal, submit any questions to the Purchasing Officer as indicated in Section 3.2 by the Deadline for Written Questions date.

### 3.0 PROPOSAL REQUIREMENTS

#### 3.1 Key Event Dates

Release of RFP	11/7/22
Deadline for Written Questions	3 p.m. Lexington Time on 11/14/22
RFP Proposals Due	11/29/22

#### 3.2 Offeror Communication

To ensure that RFP documentation and subsequent information (modifications, clarifications, addenda, Written Questions and Answers, etc.) are directed to the appropriate persons within the offeror's firm, each offeror who intends to participate in this RFP is to provide the following information to the purchasing officer. Prompt, thorough compliance is in the best interest of the offeror. Failure to comply may result in incomplete or delayed communication of addenda or other vital information. Contact information is the responsibility of the offeror. Without the prompt information, any communication shortfall shall reside with the offeror.

- Name of primary contact
- Mailing address of primary contact
- Telephone number of primary contact
- Fax number of primary contact
- E-mail address of primary contact
- Additional contact persons with same information provided as primary contact

This information shall be transmitted via fax or e-mail to:

Rebecca Purcell  
Purchasing Division  
University of Kentucky  
322 Peterson Service Building  
Lexington, KY 40506-0005  
Phone: (859) 257-5479  
Fax: (859) 257-1951  
E-mail: [rpurcell@uky.edu](mailto:rpurcell@uky.edu)

All communication with the University regarding this RFP shall only be directed to the purchasing officer listed above.

#### 3.3 Offeror Presentations

All offerors whose proposals are judged acceptable for award may be required to make a presentation to the evaluation committee.

### 3.4 **Preparation of Offers**

The offeror is expected to follow all specifications, terms, conditions and instructions in this RFP.

The offeror will furnish all information required by this solicitation.

Proposals should be prepared simply and economically, providing a description of the offeror's capabilities to satisfy the requirements of the solicitation. Emphasis should be on completeness and clarity of content. All documentation submitted with the proposal should be bound in the single volume except as otherwise specified.

An electronic version of the RFP, in .PDF format only, is available through the University of Kentucky Purchasing Division website at: <https://purchasing.uky.edu/bid-and-proposal-opportunities>.

### 3.5 **Proposed Deviations from the RFP**

The stated requirements appearing elsewhere in this RFP shall become a part of the terms and conditions of any resulting contract. Any deviations therefrom must be specifically defined in accordance with the transmittal letter, Section 4.3 (d). If accepted by the University, the deviations shall become part of the contract, but such deviations must not be in conflict with the basic nature of this RFP.

Note: Offerors shall not submit their standard terms and conditions as exceptions to the University's General Terms and Conditions. Each exception to the University's General Terms and Conditions shall be individually addressed.

### 3.6 **Proposal Submission and Deadline**

Offeror must provide the following materials prior to 3 p.m. (Lexington, KY time) on the date specified in Section 3.1 and addressed to the purchasing officer listed in Section 3.2:

- **Technical Proposal:** Two (2) copies on electronic storage devices (USB) (1 copy per storage device) each clearly marked with the proposal number and name, firm name and what is included (Technical Proposal) and two (2) printed original copies
- **Financial Proposal:** Two (2) copies on electronic storage devices (USB) (1 copy per storage device) each clearly marked with the proposal number and name, firm name and what is included (Financial Proposal) and two (2) printed original copies

**Note: Proposals received after the closing date and time will not be considered. In addition, proposals received via fax or e-mail are not acceptable.**

**The University of Kentucky accepts deliveries of RFPs Monday through Friday from 8 a.m. to 5 p.m. Lexington, KY time. However, RFPs must be received by 3 p.m. Lexington, KY time on the date specified on the RFP in order to be considered.**

Proposals shall be enclosed in sealed envelopes to the above referenced address and shall show on the face of the envelope: the closing time and date specified, the solicitation number and the

name and address of the offeror. The technical proposal shall be submitted in a sealed envelope and the financial proposal shall be submitted in a sealed envelope under separate cover. Both sealed envelopes shall have identical information on the cover, with the addition that one will state "Technical Information," and the other, "Financial Proposal."

Note: In accordance with the Kentucky Revised Statute 45A.085, there will be no public opening.

### **3.7 Modification or Withdrawal of Offer**

An offer and/or modification of offer received at the office designated in the solicitation after the exact hour and date specified for receipt will not be considered.

An offer may be modified or withdrawn by written notice before the exact hour and date specified for receipt of offers. An offer also may be withdrawn in person by an offeror or an authorized representative, provided the identity of the person is made known and the person signs a receipt for the offer, but only if the withdrawal is made prior to the exact hour and date set for receipt of offers.

### **3.8 Acceptance or Rejection and Award of Proposal**

The University reserves the right to accept or reject any or all proposals (or parts of proposals), to waive any informalities or technicalities, to clarify any ambiguities in proposals and (unless otherwise specified) to accept any item in the proposal. In case of error in extension or prices or other errors in calculation, the unit price shall govern. Further, the University reserves the right to make a single award, split awards, multiple awards or no award, whichever is in the best interest of the University.

### **3.9 Rejection**

Grounds for the rejection of proposals include (but shall not be limited to):

- Failure of a proposal to conform to the essential requirements of the RFP.
- Imposition of conditions that would significantly modify the terms and conditions of the solicitation or limit the offeror's liability to the University on the contract awarded on the basis of such solicitation.
- Failure of the offeror to sign the University RFP. This includes the Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest statements.
- Receipt of proposal after the closing date and time specified in the RFP.

### **3.10 Addenda**

Any addenda or instructions issued by the purchasing agency prior to the time for receiving proposals shall become a part of this RFP. Such addenda shall be acknowledged in the proposal.

No instructions or changes shall be binding unless documented by a proper and duly issued addendum.

### **3.11 Disclosure of Offeror's Response**

The RFP specifies the format, required information and general content of proposals submitted in response to this RFP. The purchasing agency will not disclose any portions of the proposals prior to contract award to anyone outside the Purchasing Division, the University's administrative staff, representatives of the state or federal government (if required) and the members of the committee evaluating the proposals. After a contract is awarded in whole or in part, the University shall have the right to duplicate, use or disclose all proposal data submitted by offerors in response to this RFP as a matter of public record.

Any submitted proposal shall remain valid six (6) months after the proposal due date.

The University shall have the right to use all system ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

### **3.12 Restrictions on Communications with University Staff**

From the issue date of this RFP until a contractor is selected and a contract award is made, offerors are not allowed to communicate about the subject of the RFP with any University administrator, faculty, staff or members of the board of trustees except: the purchasing office representative, any University purchasing official representing the University administration, others authorized in writing by the purchasing office and University representatives during offeror presentations. If violation of this provision occurs, the University reserves the right to reject the offeror's proposal.

### **3.13 Cost of Preparing Proposal**

Costs for developing the proposals and any subsequent activities prior to contract award are solely the responsibility of the offerors. The University will provide no reimbursement for such costs.

### **3.14 Disposition of Proposals**

All proposals become the property of the University. The successful proposal will be incorporated into the resulting contract by reference.

### **3.15 Alternate Proposals**

Offerors may submit alternate proposals. If more than one proposal is submitted, all must be complete (separate) and comply with the instructions set forth within this document. Each proposal will be evaluated on its own merits.

**3.16 Questions**

All questions should be submitted by either fax or e-mail to the purchasing officer listed in Section 3.2 no later than the date listed in Section 3.1.

**3.17 Section Titles in the RFP**

Section titles used herein are for the purpose of facilitating ease of reference only and shall not be construed to infer the construction of contractual language.

**3.18 No Contingent Fees**

No person or selling agency shall be employed or retained or given anything of monetary value to solicit or secure this contract, except bona fide employees of the offeror or bona fide established commercial or selling agencies maintained by the offeror for the purpose of securing business. For breach or violation of this provision, the University shall have the right to reject the proposal, annul the contract without liability, or, at its discretion, deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee or other benefit.

**3.19 Proposal Addenda and Rules for Withdrawal**

Prior to the date specified for receipt of offers, a submitted proposal may be withdrawn by submitting a written request for its withdrawal to the University purchasing office, signed by the offeror. Unless requested by the University, the University will not accept revisions or alterations to proposals after the proposal due date.

**3.20 Requirement To Perform Vendor Onboarding and Registration**

As a condition of award, and for any renewals performed during the life of the contract, successful Contractor agrees to register their company with PaymentWorks, Inc., the University's vendor onboarding application. Registration information will be provided by the Purchasing Division as part of the award process. During the vendor registration process, successful Contractor agrees to provide any applicable information pertaining to diversity demographics for their company. Further, should any company or diversity information change during the life of the contract, successful Contractor agrees to update this information in PaymentWorks as applicable.



## **4.0 PROPOSAL FORMAT AND CONTENT**

### **4.1 Proposal Information and Criteria**

The following list specifies the items to be addressed in the proposal. Offerors should read it carefully and address it completely and in the order listed to facilitate the University's review of the proposal.

Proposals shall be organized into the sections identified below. The content of each section is detailed in the following pages. It is strongly suggested that offerors use the same numbers for the following content that are used in the RFP.

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form
- Transmittal Letter
- Executive Summary and Proposal Overview
- Criteria 1 - Offeror Qualifications
- Criteria 2 - Services Defined
- Criteria 3 - Financial Proposal
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule
- Criteria 5 - Other Additional Information

### **4.2 Signed Authentication of Proposal and Statements of Non-Collusion and Non-Conflict of Interest Form**

The Offeror will sign and return the proposal cover sheet and print or type their name, firm, address, telephone number and date. The person signing the offer must initial erasures or other changes. An offer signed by an agent is to be accompanied by evidence of their authority unless such evidence has been previously furnished to the purchasing agency. The signer shall further certify that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer is authorized to bind the principal offeror.

### **4.3 Transmittal Letter**

The Transmittal Letter accompanying the RFP shall be in the form of a standard business letter and shall be signed by an individual authorized to legally bind the offeror. It shall include:

- A statement referencing all addenda and written questions, the answers and any clarifications to this RFP issued by the University and received by the offeror (If no addenda have been received, a statement to that effect should be included.).
- A statement that the offeror's proposal shall remain valid for six (6) months after the closing date of the receipt of the proposals.
- A statement that the offeror will accept financial responsibility for all travel expenses incurred for oral presentations (if required) and candidate interviews.

- A statement that summarizes any deviations or exceptions to the RFP requirements and includes a detailed justification for the deviation or exception.
- A statement that identifies the confidential information as described in Section 6.23.

**4.4 Executive Summary and Proposal Overview**

The Executive Summary and Proposal Overview shall condense and highlight the contents of the technical proposal in such a way as to provide the evaluation committee with a broad understanding of the entire proposal.

As part of the Executive Summary and Proposal Overview, Offeror shall submit with their response a summarized profile describing the demographic nature of their company or organization:

1. When was your organization established and/or incorporated?
2. Indicate whether your organization is classified as local, regional, national, or international.
3. Describe the size of your company in terms of number of employees, gross sales, etc.
4. Is your company certified as small business, minority-owned, women-owned, veteran-owned, disabled-owned, or similar classification?
5. Include other demographic information that you feel may be applicable to the Request for Proposal submission.
6. Offeror shall describe in detail their company’s commitment to diversity, equity, and inclusion. Information shall be provided as to the number of diverse individuals that the vendor employees as well as a description of vendors efforts to do business with Diverse Business Enterprises as they conduct their own business. In additional, please indicate the diversity nature of your company as well as ownership race/ethnicity.

Check One Only	Diverse Business Description (If Diverse Business, determine the classification that is the best description)	Internal Code
	Minority Owned (only)	10
	Veteran Owned and Small Business	100
	Minority and Woman and Small Business	110
	Minority and Woman and Veteran-Owned Business	120
	Minority and Veteran and Small Business	130
	Woman and Veteran and Small Business	140
	Minority and Woman and Veteran-Owned Small Business	150
	Woman Owned (only)	20
	Small Business (only)	30
	Veteran Owned (only)	40
	Minority and Woman Owned	50
	Minority and Small Business	60
	Minority and Veteran-Owned	70
	Woman Owned and Small Business	80
	Woman and Veteran-Owned	90
	Diversity not indicated	999

Race/Ethnicity	Check One
Asian	
Black/African American	
Hispanic or Latino	
Native American	
Native Hawaiian/Pacific Islander	
White	
Other	

**4.5 Criteria 1 - Offeror Qualifications**

The purpose of the Offeror Qualifications section is to determine the ability of the offeror to respond to this RFP. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

Our supply chains and business partnerships are an important aspect of this work. In your proposal, please (A) provide your company’s mission and vision relative to sustainability, and (B) how your company, through services, products, and partnerships, will help the University of Kentucky advance specific elements of the Sustainability Strategic Plan.

RFP. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. Provide a brief narrative of your firm including the products/services you offer, firm history, scope of present customer base, number of employees, numbers of years in business, etc.
2. Provide information (bio, background, etc.) on the account representative(s) that would service the University account. Describe the company structure in which the account representative(s) work and how it operates to service the University’s needs. Provide an organizational chart of your company including individuals other than Account Executive who will be responsible for the University’s account and provision of related services as requested.
3. Describe the physical location of your office and the facility that will service the University’s needs. What is the physical address of your main facility and approximate distance from University of Kentucky campus? Does your company have multiple or split locations? If so, provide address and individual services conducted at each.
4. Describe past sales or services that your company has provided to clients that are similar to the items requested in this RFP. Have you provided similar products or services to public service clients, educational institutions, and/or HealthCare clients?
5. Provide certified, audited financial statements including a full set of notes as follows:
  - a. For the past three (3) fiscal years, include at a minimum, income statements, balance sheets, and statements of changes in financial position or cash flows. If

three (3) years of financial statements are not available, this information shall be provided to the fullest extent possible for the reasons why, if they are not available.

- b. For a private held company, when certified audited financial statements are not prepared; a written statement from the company's certified public accountant, stating the financial condition, debt-to-asset ratio for the past three (3) years and any pending actions.
- c. The company's most recent debt rating from Standard & Poors, Moody's or Dunn & Bradstreet.

Failure to provide the above financial information may result in rejection of proposal submission.

6. If the Offeror has had a contract terminated for default in the last five (5) years, describe such incident. Submit full details for the default, including the other parties' name, address, and phone number. Present the Offeror's position on the matter. The University will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If the Offeror has experienced no such termination for default in the past five years, so indicate.
7. Describe other qualifications your firm offers that may be beneficial to the University for evaluation purposes of this RFP.

#### **4.6 Criteria 2 – Services Defined**

The purpose of the Services Defined section is to determine the ability of the Offeror to respond to this Request for Proposal. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

Reference Section 7 for all Services Defined.

#### **4.7 Criteria 3 – Financial Proposal**

The Financial Summary Form shall contain the complete financial offer made to the University using the format contained in Section 8.0. All financial information must be submitted in a sealed envelope under separate cover.

#### **4.8 Criteria 4 – Evidence of Successful Performance and Implementation Schedule**

The purpose of the Evidence of Successful Performance and Implementation Schedule section is to determine the ability of the Offeror to respond to this Request for Proposal. Offerors must describe and offer evidence of their ability to meet each of the qualifications listed below.

1. If awarded a contract, describe what steps you would take (along with a timeline) to initially engage University departments for printing purchase needs.

2. Provide name and contact information for a minimum of three (3) references for whom you have provided products and/or services similar to the items in this RFP. By providing the reference information, Offeror permits the University to contact the references.

#### **4.9 Criteria 5 – Other Additional Information**

Please provide any additional information that the offeror feels should be considered when evaluating their proposal.

The offeror may present any creative approaches that might be appropriate. The offeror may also provide supporting documentation that would be pertinent to this RFP.

Offeror shall describe in detail their company's commitment to diversity, equity and inclusion. Information shall be provided as to the number of diverse individuals that the vendor employees as well as a description of vendors efforts to do business with Diverse Business Enterprises as they conduct their own business.

## 5.0 EVALUATION CRITERIA PROCESS

A committee of University officials appointed by the Chief Procurement Officer will evaluate proposals and make a recommendation to the Chief Procurement Officer. The evaluation will be based upon the information provided in the proposal, additional information requested by the University for clarification, information obtained from references and independent sources and oral presentations (if requested).

The evaluation of responsive proposals shall then be completed by an evaluation team, which will determine the ranking of proposals. Proposals will be evaluated strictly in accordance with the requirements set forth in this solicitation, including any addenda that are issued. The University will award the contract to the responsible offeror whose proposal is determined to be the most advantageous to the University, taking into consideration the evaluation factors set forth in this RFP.

The evaluation of proposals will include consideration of responses to the list of criteria in Section 4.0. Offerors must specifically address all criteria in their response. Any deviations or exceptions to the specifications or requirements must be described and justified in a transmittal letter. Failure to list such exceptions or deviations in the transmittal letter may be considered sufficient reason to reject the proposal.

The relative importance of the criteria is defined below:

### **Primary Criteria**

- Offeror Qualifications
- Services Defined
- Financial Proposal
- Evidence of Successful Performance and Implementation

### **Secondary Criteria**

- Other Additional Services

The University will evaluate proposals as submitted and may not notify offerors of deficiencies in their responses.

Proposals must contain responses to each of the criteria, listed in Section 4 even if the offeror's response cannot satisfy those criteria. A proposal may be rejected if it is conditional or incomplete in the judgment of the University.

## **6.0 SPECIAL CONDITIONS**

### **6.1 Contract Term**

The contract resulting from this RFP shall be effective for a one (1) year period and is renewable for up to five (5) additional one-year renewal periods. Annual renewal shall be contingent upon the University's satisfaction with the services performed.

### **6.2 Effective Date**

The effective date of the contract shall be the date upon which the parties execute it and all appropriate approvals, including that of the Commonwealth of Kentucky Government Contracts Review Committee, have been received.

### **6.3 Competitive Negotiation**

It is the intent of the RFP to enter into competitive negotiation as authorized by KRS 45A.085.

The University will review all proposals properly submitted. However, the University reserves the right to request necessary modifications, reject all proposals, reject any proposal that does not meet mandatory requirement(s) or cancel this RFP, according to the best interests of the University.

Offeror(s) selected to participate in negotiations may be given an opportunity to submit a Best and Final Offer to the purchasing agency. All information-received prior to the cut-off time will be considered part of the offeror's Best and Final Offer.

The University also reserves the right to waive minor technicalities or irregularities in proposals providing such action is in the best interest of the University. Such waiver shall in no way modify the RFP requirements or excuse the offeror from full compliance with the RFP specifications and other contract requirements if the offeror is awarded the contract.

### **6.4 Appearance Before Committee**

Any, all or no offerors may be requested to appear before the evaluation committee to explain their proposal and/or to respond to questions from the committee concerning the proposal. Offerors are prohibited from electronically recording these meetings. The committee reserves the right to request additional information.

### **6.5 Additions, Deletions or Contract Changes**

The University reserves the right to add, delete, or change related items or services to the contract established from this RFP. No modification or change of any provision in the resulting contract shall be made unless such modification is mutually agreed to in writing by the contractor and the Chief Procurement Officer and incorporated as a written modification to the contract. Memoranda of understanding and correspondence shall not be interpreted as a modification to the contract.

**6.6 Contractor Cooperation in Related Efforts**

The University reserves the right to undertake or award other contracts for additional or related work to other entities. The contractor shall fully cooperate with such other contractors and University employees and carefully fit its work to such additional work. The contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by University employees. This clause shall be included in the contracts of all contractors with whom this contractor will be required to cooperate. The University shall equitably enforce this clause to all contractors to prevent the imposition of unreasonable burdens on any contractor.

**6.7 Entire Agreement**

The RFP shall be incorporated into any resulting contract. The resulting contract, including the RFP and those portions of the offeror's response accepted by the University, shall be the entire agreement between the parties.

**6.8 Governing Law**

The contractor shall conform to and observe all laws, ordinances, rules and regulations of the United States of America, Commonwealth of Kentucky and all other local governments, public authorities, boards or offices relating to the property or the improvements upon same (or the use thereof) and will not permit the same to be used for any illegal or immoral purposes, business or occupation. The resulting contract shall be governed by Kentucky law and any claim relating to this contract shall only be brought in the Franklin Circuit Court in accordance with KRS 45A.245.

**6.9 Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act**

To the extent Company receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), Company shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as University's and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying University of a security breach relating to Personal Information in the possession of Company or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and Company abides by the requirements set forth in that exception; (iv) cooperating with University in complying with the response, mitigation, correction, investigation, and notification requirements of the Act, (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by Company; and (vi) at University's discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.



## **6.10 Termination for Convenience**

The University of Kentucky, Purchasing Division, reserves the right to terminate the resulting contract without cause with a thirty (30) day written notice. Upon receipt by the contractor of a "notice of termination," the contractor shall discontinue all services with respect to the applicable contract. The cost of any agreed upon services provided by the contractor will be calculated at the agreed upon rate prior to a "notice of termination" and a fixed fee contract will be pro-rated (as appropriate).

## **6.11 Termination for Non-Performance**

### Default

The University may terminate the resulting contract for non-performance, as determined by the University, for such causes as:

- Failing to provide satisfactory quality of service, including, failure to maintain adequate personnel, whether arising from labor disputes, or otherwise any substantial change in ownership or proprietorship of the Contractor, which in the opinion of the University is not in its best interest, or failure to comply with the terms of this contract;
- Failing to keep or perform, within the time period set forth herein, or violation of, any of the covenants, conditions, provisions or agreements herein contained;
- Adjudicating as a voluntarily bankrupt, making a transfer in fraud of its creditors, filing a petition under any section from time to time, or under any similar law or statute of the United States or any state thereof, or if an order for relief shall be entered against the Contractor in any proceeding filed by or against contractor thereunder. In the event of any such involuntary bankruptcy proceeding being instituted against the Contractor, the fact of such an involuntary petition being filed shall not be considered an event of default until sixty (60) days after filing of said petition in order that Contractor might during that sixty (60) day period have the opportunity to seek dismissal of the involuntary petition or otherwise cure said potential default; or
- Making a general assignment for the benefit of its creditors, or taking the benefit of any insolvency act, or if a permanent receiver or trustee in bankruptcy shall be appointed for the Contractor.

### Demand for Assurances

In the event the University has reason to believe Contractor will be unable to perform under the Contract, it may make a demand for reasonable assurances that Contractor will be able to timely perform all obligations under the Contract. If Contractor is unable to provide such adequate assurances, then such failure shall be an event of default and grounds for termination of the Contract.

### Notification

The University will provide ten (10) calendar days written notice of default. Unless arrangements are made to correct the non-performance issues to the University's satisfaction within ten (10)

calendar days, the University may terminate the contract by giving forty-five (45) days notice, by registered or certified mail, of its intent to cancel this contract.

#### **6.12 Funding Out**

The University may terminate this contract if funds are not appropriated or are not otherwise available for the purpose of making payments without incurring any obligation for payment after the date of termination, regardless of the terms of the contract. The University shall provide the contractor thirty (30) calendar days' written notice of termination under this provision.

#### **6.13 Prime Contractor Responsibility**

Any contracts that may result from the RFP shall specify that the contractor(s) is/are solely responsible for fulfillment of the contract with the University.

#### **6.14 Assignment and Subcontracting**

The Contractor(s) may not assign or delegate its rights and obligations under any contract in whole or in part without the prior written consent of the University. Any attempted assignment or subcontracting shall be void.

#### **6.15 Permits, Licenses, Taxes**

The contractor shall procure all necessary permits and licenses and abide by all applicable laws, regulations and ordinances of all federal, state and local governments in which work under this contract is performed.

The contractor must furnish certification of authority to conduct business in the Commonwealth of Kentucky as a condition of contract award. Such registration is obtained from the Secretary of State, who will also provide the certification thereof. However, the contractor need not be registered as a prerequisite for responding to the RFP.

The contractor shall pay any sales, use, personal property and other tax arising out of this contract and the transaction contemplated hereby. Any other taxes levied upon this contract, the transaction or the equipment or services delivered pursuant hereto shall be the responsibility of the contractor.

The contractor will be required to accept liability for payment of all payroll taxes or deductions required by local and federal law including (but not limited to) old age pension, social security or annuities.

#### **6.16 Attorneys' Fees**

In the event that either party deems it necessary to take legal action to enforce any provision of the contract and in the event that the University prevails, the contractor agrees to pay all expenses of such action including attorneys' fees and costs at all stages of litigation.

### 6.17 Royalties, Patents, Copyrights and Trademarks

The Contractor shall pay all applicable royalties and license fees. If a particular process, products or device is specified in the contract documents and it is known to be subject to patent rights or copyrights, the existence of such rights shall be disclosed in the contract documents and the Contractor is responsible for payment of all associated royalties. To the fullest extent permitted by law the Contractor shall indemnify, hold the University harmless, and defend all suits, claims, losses, damages or liability resulting from any infringement of patent, copyright, and trademark rights resulting from the incorporation in the Work or device specified in the Contract Documents.

Unless provided otherwise in the contract, the Contractor shall not use the University's name nor any of its trademarks or copyrights, although it may state that it has a Contract with the University.

### 6.18 Indemnification

The contractor shall indemnify, hold and save harmless the University, its affiliates and subsidiaries and their officers, agents and employees from losses, claims, suits, actions, expenses, damages, costs (including court costs and attorneys' fees of the University's attorneys), all liability of any nature or kind arising out of or relating to the Contractor's response to this RFP or its performance or failure to perform under the contract awarded from this RFP. This clause shall survive termination for as long as necessary to protect the University.

### 6.19 Insurance

The successful Contractor shall procure and maintain, at its expense, the following minimum insurance coverages insuring all services, work activities and contractual obligations undertaken in this contract. These insurance policies must be with insurers acceptable to the University.

#### **COVERAGES**

Workers' Compensation  
 Employer's Liability  
 Commercial General Liability including operations/completed operations, products and contractual liability (including defense and investigation costs), and this contract  
 Business Automobile Liability covering owned, leased, or non-owned autos  
 Printer Errors and Omissions

#### **LIMITS**

Statutory Requirements (Kentucky)  
 \$500,000/\$500,000/\$500,000  
 \$1,000,000 each occurrence  
 (BI & PD combined) \$2,000,000 Products and Completed Operations Aggregate  
 \$1,000,000 each occurrence  
 (BI & PD combined)  
 \$1,000,000 each occurrence

The successful contractor agrees to furnish Certificates of Insurance for the above described coverages and limits to the University of Kentucky, Purchasing Division. The University, its trustees and employees must be added as additional insured on the Commercial General Liability policy with regard to the scope of this solicitation. Any deductibles or self-insured retention in the above-described policies must be paid and are the sole responsibility of the contractor. Coverage is to be primary and non-contributory with other coverage (if any) purchased by the University. All of these required policies must include a Waiver of Subrogation (except Workers' Compensation) in favor of the University, its trustees and employees.

**6.20 Method of Award**

It is the intent of the University to award a contract to the qualified offeror whose offer, conforming to the conditions and requirements of the RFP, is determined to be the most advantageous to the University, cost and other factors considered.

Notwithstanding the above, this RFP does not commit the University to award a contract from this solicitation. The University reserves the right to reject any or all offers and to waive formalities and minor irregularities in the proposal received.

**6.21 Reciprocal Preference**

In accordance with KRS 45A.494, a resident offeror of the Commonwealth of Kentucky shall be given a preference against a nonresident offeror. In evaluating proposals, the University will apply a reciprocal preference against an offeror submitting a proposal from a state that grants residency preference equal to the preference given by the state of the nonresident offeror. Residency and non-residency shall be defined in accordance with KRS 45A.494(2) and 45A.494(3), respectively. Any offeror claiming Kentucky residency status shall submit with its proposal a notarized affidavit affirming that it meets the criteria as set forth in the above reference statute.

**6.22 Reports and Auditing**

Contractor shall provide a quarterly report to the University of all product(s) and/or service(s) based on an Excel template provided by the Purchasing Division. The template will require basic line item order information to include, but not limited to: purchase transaction date, purchase order number, product/catalog number, description, UOM, price each, extended price, invoice number, etc. The Excel reporting template is available upon request from the Purchasing Division and is subject to change. The Excel template provided by the Purchasing Division is the only reporting format that may be used; Contractor-submitted reports based on internal reporting or templates will not be accepted. The reporting date structure shall follow the below outline and begin with the quarter in which the contract is executed. The date of the purchase order (or other transaction type that may be used with the Contractor (e.g., procurement card)) shall determine the quarter in which the transaction is to be reported.

In addition to the aforementioned quarterly reporting of goods and services, contractors are also required to report summary dollar amounts of goods and services sold to the University via the resulting contract and originating from diversity Tier 2 or subcontractors affiliated with company. Quarterly reports for Tier 2 diverse suppliers/subcontractors must accompany the standard quarterly report requirement. Due to the broad array of diversity reporting utilized, the University does not require specific classifications of diverse purchases; the successful contractor may report Tier 2 purchase amounts as produced by their information systems and with sub-classifications as they are available. If the successful contractor does not have any Tier 2 reporting for diverse suppliers to accompany their quarterly report submissions, they must indicate this when submitting their standard quarterly reports.

FY Quarter 1 report for purchases dated July 1 through September 30	Quarterly report due October 20
FY Quarter 2 report for purchases dated October 1 through December 31	Quarterly report due January 20

FY Quarter 3 report for purchases dated January 1 through March 31	Quarterly report due April 20
FY Quarter 4 report for purchases dated April 1 through June 30	Quarterly report due July 20

Report headers shall also be completed with the Contractor's name, contract number, and reporting period.

Reports can be submitted via email to [UKPurchasing@uky.edu](mailto:UKPurchasing@uky.edu) based by the deadline(s) listed herein.

The University, or its duly authorized representatives, shall also have access to any books, documents, papers, records or other evidence which are directly pertinent to this contract for the purpose of financial audit or program review.

In the event that successful Contractor(s) does not meet the reporting requirements based on the terms and conditions herein, the contract is subject to cancellation or termination.

### **6.23 Confidentiality**

The University recognizes an offeror's possible interest in preserving selected information and data included in the proposal; however, the University must treat such information and data as required by the Kentucky Open Records Act, KRS 61.870, et seq.

Information areas which normally might be considered proprietary, and therefore confidential, shall be limited to individual personnel data, customer references, formulae and company financial audits which, if disclosed, would permit an unfair advantage to competitors. If a proposal contains information in these areas and the offeror declares them to be proprietary in nature and not available for public disclosure, the offeror shall declare in the Transmittal Letter the inclusion of proprietary information and shall noticeably label as confidential or proprietary each sheet containing such information. Proposals containing information declared by the offeror to be proprietary or confidential, either wholly or in part, outside the areas listed above may be deemed non-responsive and may be rejected.

The University's General Counsel shall review each offeror's information claimed to be confidential and, in consultation with the offeror (if needed), make a final determination as to whether or not the confidential or proprietary nature of the information or data complies with the Kentucky Open Records Act.

### **6.24 Conflict of Interest**

This Request for Proposal and resulting Contract are subject to provisions of the Kentucky Revised Statutes regarding conflict of interest and the University of Kentucky's Ethical Principles and Code of Conduct ([www.uky.edu/Legal/ethicscode.htm](http://www.uky.edu/Legal/ethicscode.htm)). When submitting and signing a proposal, an offeror is certifying that no actual, apparent or potential conflict of interest exists between the interests of the University and the interests of the offeror. A conflict of interest (whether contractual, financial, organizational or otherwise) exists when any individual, contractor or subcontractor has a direct or indirect interest because of a financial or pecuniary interest, gift or other activities or relationships with other persons (including business, familial or household relationships) and is thus

unable to render or is impeded from rendering impartial assistance or advice, has impaired objectivity in performing the proposed work or has an unfair competitive advantage.

Questions concerning this section or interpretation of this section should be directed to the University purchasing officer identified in this RFP.

#### **6.25 Copyright Ownership and Title to Designs and Copy**

The contractor and University intend this RFP to result in a contract for services, and both consider the products and results of the services to be rendered by the contractor hereunder to be a work made for hire. The contractor acknowledges and agrees that the work and all rights therein, including (without limitation) copyright, belongs to and shall be the sole and exclusive property of the University. For any work that is not considered a work made for hire under applicable law, title and copyright ownership shall be assigned to the University.

Title to all dies, type, cuts, artwork, negatives, positives, color separations, progressive proofs, plates, copy and any other requirement not stated herein required for completion of the finished product for use in connection with any University job shall be the property of and owned by the University. Such items shall be returned to the appropriate department upon completion and/or delivery of work unless otherwise authorized by the University. In the event that time of return is not specified, the contractor shall return all such items to the appropriate University department within one week of delivery.

#### **6.26 University Brand Standards**

The contractor must adhere to all University of Kentucky Brand Standards. University Brand Standards are maintained by the University Public Relations Office (UKPR) and can be viewed at <http://www.uky.edu/prmarketing/brand-standards>. Non-adherence to the standards can have a penalty up to and including contract cancellation. Only the UKPR Director or designee can approve exceptions to the University standards.

Graphics standards for the UK HealthCare areas are governed by UK HealthCare Clinical Enterprise Graphic Standards, found at: <https://ukhealthcare.uky.edu/staff/brand-strategy>.

Contractor warrants that its products or services provided hereunder will be in compliance with all applicable Federal disabilities laws and regulations, including without limitation the accessibility requirements of Section 255 of the Federal Telecommunications Act of 1996 (47 U.S.C. § 255) and Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. For purposes of clarity, updated regulations under Section 508 standards now incorporate WCAG 2.0, and for purposes of this agreement WCAG 2.0 Level AA compliance is expressly included. Contractor agrees to promptly respond to, resolve and remediate any complaint regarding accessibility of products or services in a timely manner and provide an updated version to University at no cost. If deficiencies are identified, University reserves the right to request from Contractor, a timeline by which accessibility standards will be incorporated into the products or services provided by Contractor and shall provide such a timeline within a commercially reasonable duration of time. Failure to comply with these requirements shall constitute a material breach of this Agreement and shall be grounds for termination of this Agreement.

Where any customized web services are provided, Contractor represents that it has reviewed the University's Web Policy and all products or services will comply with its published standards.

Contractor will provide University with a current Voluntary Product Accessibility Template (VPAT) for any deliverable(s). If none is available, Vendor will provide sufficient information to reasonably assure the University that the products or services are fully compliant with current requirements.

#### **6.27 Printing Statutes**

The purchase of printing services for all state agencies is governed by Chapter 57 of the Kentucky Revised Statutes. Specifically, all printing must be awarded to the lowest responsive bidder and approved by the Governor of Kentucky. In compliance with these statutes, all printing must be provided by a contract established by the Purchasing Division.

#### **6.28 Requirement for Contract Administration Fee**

As a condition of award, successful Contractor(s) shall provide a contract administration fee to the University for all goods and/or services provided under the resultant contract. The fee shall be on a quarterly basis and shall be equivalent to 2% of the aggregate net value of goods/services sold to the University, exclusive of freight charges.

The fee shall be reported and paid within 30 calendar days of the end of conventional calendar quarters ending March 31, June 30, September 30, and December 31 of each year. The fee applies to orders which have been successfully delivered/installed and invoiced in the previous quarter. Fees shall be paid in the form of a check made payable to the University of Kentucky and shall be delivered to the Purchasing Division, Room 322 Peterson Service Building, 411 S. Limestone, Lexington, Kentucky 40506-0005. Each fee payment must be accompanied by a statement indicating the referenced University price contract to which it applies and indicate the aggregate value of goods/services provided and invoiced during the quarter, the fee percentage applied, and the net amount of the quarterly payment. If any errors are found in the report or calculations as determined by University, the successful Contractor shall correct immediately upon notification.

The successful Contractor(s) may extend the pricing, terms, and/or conditions of this contract to other universities, state agencies, and public and private institutions, with prior approval of the University of Kentucky. The successful Contractor(s) will pay the University of Kentucky a contract administration fee of two (2) % of goods/services provided and invoiced during the quarter. The fee shall be reported and paid within 30 calendar days of the end of conventional calendar quarters ending March 31, June 30, September 30, and December 31 of each year. The fees shall be in the form of a check made payable to the University of Kentucky and shall be delivered to the Purchasing Division, Room 322 Peterson Service Building, 411 S. Limestone, Lexington, Kentucky 40506-0005.

The successful Contractor must notify the Contracting Officer when the resultant contract is utilized by other universities, state agencies, and public and private institutions in Kentucky.

In the event that successful Contractor(s) does not provide the quarterly payment based on the terms and conditions herein, the contract is subject to cancellation or termination.

**6.29 Payment Terms**

The University adheres to a strategic approach regarding payables management based on risk minimization, processing costs, and industry best practices. As such, suppliers and individuals doing business with the University will be paid based on the following protocol:

1. The University utilizes Payment Plus (e-payables) as its primary default form of payment. By enrolling in Payment Plus, suppliers can receive payments immediately (all invoices will be paid immediately upon confirmation of goods receipt and invoice). The process is electronic and the supplier receives real-time payment notices. Additional information regarding Payment Plus (and enrollment form) can be found at: <https://www.uky.edu/ufs/payment-plus-supplier-enrollment-form>.
2. Payments by check. Payment terms for check payments are Net-30.
3. Individuals receiving payments from the University that require ACH direct payments will only be processed under special circumstances as approved by the Controller's office. Payment terms for ACH are Net-40.

**6.30 Damaged or Inferior Material**

All damaged shipments or inferior material will be rejected by the University and immediate notification will be given to the contractor. Any rejection of delivery for damaged or interior materials by the University must be replaced by the contractor within ten (10) working days.

When services are not delivered on the agreed date between the contractor and the University, or if inferior or incomplete work is found, the Purchasing Division in concurrence with the using department reserves the right to reject such materials and request replacement as stated above or authorize the contractor to issue a credit based on the University's cost for all material found unacceptable.

**6.31 Contractor Representation**

Successful contractor(s) must have assigned customer service representative(s) available to the University of Kentucky campus and the University of Kentucky Medical Center. The representative(s) will be responsible for meeting with customers on-site at the University of Kentucky, assisting customers in all aspects of design, print and bindery services, the overall quality of each order, and deadlines. The representative(s) will have the responsibility to call on the Purchasing Division and other University Departments to resolve invoice discrepancies and other problems that may occur. The representative(s) must be available to the University of Kentucky through local, toll-free or collect telephone calling, email, and fax, as well as meetings when necessary with the University's Purchasing Division. This representative(s) will also be required to arrange for transportation of copy, proofs, samples and any other material as required to manufacture orders under this contract. The above responsibilities will be on an as-needed basis unless otherwise specified.

**6.32 Site Review**

As part of the evaluation process the University may request an on-site review and tour of Offeror's plant and facilities. The Offeror agrees to facilitate the tour at the University's request.



**6.33 Options to Secure Bids**

The University of Kentucky reserves the right to secure bids on the open market for any printing service(s) deemed appropriate.

**6.34 Definition of Products Under the Resultant Contract(s)**

The contract(s) resulting from this Request for Proposals shall be services and products related to stationery printing as listed below:

Business Cards  
Envelopes  
Letterhead  
Invitations  
Forms  
Announcement Cards  
Appointment Cards  
Thank You Cards  
Reply Cards (RSVP)  
Reservation Cards  
Birthday Cards  
Holiday Cards  
Promotional Cards  
Donation Request Cards  
Planned Giving Cards  
Note Cards  
Post Cards  
Survey Cards  
Tent Cards  
Name Tag with UK Logo  
Name Badge with UK Logo

The successful contractor(s) shall not print, produce, or sell to University departments any of the following items against this contract:

Products or services related to full-service printing  
Newsprint  
Non-printing Public Relations/Advertising  
Any other items the University deems non-appropriate.

If successful contractor(s) receives a request from a University department for printing any of the above items, they shall refer the department to the Purchasing Division. If successful contractor(s) is contacted by a University department regarding a mixed printing purchase consisting of both stationery and non-stationery items, the successful contractor(s) shall contact the Purchasing Division for guidance. Non-compliance with this requirement can have a penalty up to and including contract cancellation.

**6.35 Recycled Content of Paper**

All paper will be supplied by the successful contractor(s) at a cost no greater than contractor cost plus 3% (percent) handling fee.

Recycled paper must be used for all University of Kentucky printing services in accordance with Kentucky Revised Statutes 45A.500A through 45A.540A and Kentucky Administrative Regulations 200 KAR 5:330.

Minimum Recycled Content shall be as follows:

(1) Xerographic paper (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

(2) Carbonless printing paper (all sizes and colors) shall contain thirty (30) percent recovered paper material.

(3) Flat sheet printing papers.

(a) Paper, offset and opaque (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

(b) Paper, text (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

(c) Paper, parchtex (all sizes and colors) shall contain fifty (50) percent recovered paper material of which fifteen (15) percent shall be post-consumer waste.

(d) Paper, cover, antique or wove or text (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

(e) Paper, index (all sizes and colors) shall contain fifty (50) percent recovered paper material of which twenty (20) percent shall be post-consumer waste.

(4) Business papers

(a) Paper, mimeo graphic (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

(b) Paper, spirit process (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

(c) Paper, rag bond (all sizes) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

(d) Paper, sulfite bond (all sizes and colors) shall contain fifty (50) percent recovered paper material of which ten (10) percent shall be post-consumer waste.

Pad backing (all types and sizes) shall contain ninety (90) percent recovered material.

**6.36 Overruns and Underruns**

Upon award of a contract, the successful contractor(s) understands that under-runs must not exceed 10% and over-runs must not exceed 10%. Successful contractor(s) will bill for actual quantities delivered within this tolerance. Full count requested is always expected for each printing job produced.

**6.37 Work Performed on Overtime**

The successful contractor(s) may not charge overtime for any work performed in connection with a resultant price contract without specific prior written approval from the University of Kentucky Purchasing Division.

**6.38 Cost Estimates**

The Customer Service Representative must provide cost estimates as required by the department. These estimates shall not be considered as an order. Estimates shall be in accordance with the contract prices. Customer inquiries and requests for estimates shall be accepted by successful contractor(s) via phone, email, fax, or UK Printing Services order form. Successful contractor must have a signed estimate and approved proof before any order is to be accepted or scheduled for production.

At some point during the life of the resultant contract, the University may request successful contractors to standardize their estimating practices in accordance with the University's business processes. The contractor agrees, if requested by the University, to standardize their printing estimate practices to meet the University's needs.

**6.39 Schedule**

Each cost estimate prepared for a departmental printing purchase must have a firm delivery time indicated. The department must agree, by signature on the cost estimate, that the delivery time stated is acceptable.

For any order which exceeds the agreed upon delivery time, the ordering department must be notified and agree in writing to the extended delivery time. Any orders which exceed the agreed upon delivery time or do not have an extended delivery time as agreed to by the department, are subject to cancellation and non-payment. In such incidents, the University will not be liable for any charges.

**6.40 Pickup and Delivery**

There shall be no separate charges for pickup or delivery of copy, proofs, estimates, paper or any other material required to produce an order.

All items will be shipped F.O.B. Destination – Prepaid and Allowed to the University of Kentucky in Lexington, Kentucky and any related points within Fayette County and contiguous counties thereof. All freight costs and materials in transit will be the responsibility of the contractor. Any freight claims will be the responsibility of the contractor.

**6.41 Parking Permit**

Awarded contractors may purchase a vendor parking permit at their discretion for company vehicles. Any permit fees are responsibility of the contractor. Comprehensive information regarding parking permits for vendors can be found on the Parking & Transportation website at:

[http://www.uky.edu/pts/parking-permits\\_vendor-permits](http://www.uky.edu/pts/parking-permits_vendor-permits). Vendors are subject to all parking guidelines as outlined on the above website.

#### **6.42 Invoicing and Payment Procedures**

Payment for printing services shall be made with one of the following methods below. It shall be the responsibility of the ordering department, in conjunction with University Business Procedures and Purchasing Division policy, to establish the correct payment method.

1. Payment via departmental procurement card. This is the preferred, although not exclusive, method for small-dollar purchases.
2. Payment via University purchase order as issued by the Purchasing Division.

Successful contractor(s) shall not begin production on any purchase for printing services before one of the above payment options has been confirmed (end-user confirmation that procurement card will be used for payment or a purchase order issued by the Purchasing Division). With the exception of purchases by the Kentucky Medical Services Foundation (KMSF), no other methods of payments shall be accepted by the successful contractor(s). Under no circumstance shall payments be made from the University directly to subcontractors.

Payment will be made to successful contractor(s) as each shipment is completed and invoiced. Under no circumstances are payments against University procurement cards to be charged until job is completed, delivered and accepted in good condition by the department. The University of Kentucky will issue payment only at satisfactory completion and delivery of an order. All invoices should be mailed or emailed to the address as specified on the purchase order or approved estimate form and must reference the following:

1. Job Order Number
2. Purchase order number or reference to payment via departmental procurement card
3. Ordering Department
4. Ship To Address
5. Description of items purchased with quantities. Items must be identified by the price contract line item number.
6. Prices as stipulated by contract

Contractor invoice shall identify each line item number and the associated cost for pricing for each contract line. Paper costs shall be listed separately. Random audits of invoices to ensure billing consistency with contract pricing may be conducted by the Purchasing Division.

The successful contractor(s) accepts responsibility for invoicing at the contract prices and in the units of measure as identified in the price contract.

Contractor may not quote or charge more than their contract prices. Contractor is not prohibited from charging less than their contract rates or providing items at no cost.

All work under the contract that is performed by subcontractors must comply with the contract established rates (or lower).

Failure by the successful contractor(s) to provide correct invoices can delay payment and may result in probation or termination of contract.

#### **6.43 Subcontractors**

In the event Offeror(s) chooses to subcontract, the awarded contractor(s) will remain responsible for all work performed by subcontractor, including quality of work, scheduling and final billing. Offerors are to identify within their proposal any and all subcontractors that may be utilized in fulfilling products and services against resultant price contract and their intended function or service (Reference Attachment C). Failure to comply with this requirement may result in rejection of proposal.

Upon contract award the successful contractor(s) using a subcontractor not stated in the contract award must submit the new subcontractor to the Purchasing Division for approval prior to using the new subcontractor. Failure to comply with this requirement may result in termination of price contract. In keeping with Conflict of Interest policies, no subcontractor can be a regular staff or faculty employee of the University.

The addition of subcontractors to the price contract shall be at the mutual consent of the successful contractor(s) and the Purchasing Division. Form and protocol for requesting addition of subcontractor(s) will be provided to successful contractor(s) upon contract award.

The University will not sign any document with subcontractors related to printing services provided through their prime contractor. Under no circumstance shall payments be made from the University directly to subcontractors for printing services.

The contractor is responsible for their subcontractors following all requirements of the University Graphics Standards.

#### **6.44 Printing Jobs Involving Mail Services**

All contractual content related to Mailing Services is outlined in Attachment A. Offerors must fully review, print, and sign Attachment A and return within their proposal submission.

See Attachment F for the summary of relationships for University printing purchases involving mail services.

#### **6.45 Corporate Compliance**

The successful contractor(s) represents and warrants that it is not excluded from participation, and is not otherwise ineligible to participate, in a "federal health care program" as defined in 42 U.S.C. section 1320a-7b (f) or in any other government payment program. In the event that successful contractor is excluded from participation, or becomes otherwise ineligible to participate in any such program during the term of this agreement, they will notify UK Chandler Medical Center, Office of Compliance, 317 Health Sciences Building, Lexington, Kentucky 40536 in writing, by certified mail within 72 hours after notice is given. The University of Kentucky shall immediately terminate this agreement upon written notice to the contractor.

The successful contractor represents and warrants that it is aware that UK Chandler Medical Center operates in accordance with a corporate compliance program, employs a Corporate Compliance Officer and operates a 24 hours, seven day a week compliance Comply-line. Successful contractor acknowledges that any violation of said compliance plan can, at the sole discretion of the University of Kentucky, result in the immediate termination of a contract agreement upon written notice to contractor. Successful contractor recognizes that it is under an affirmative obligation to immediately report to UK Chandler Medical Center, Corporate Compliance Officer (through the Comply-line 1-877-898-6072), in writing, or directly (859) 323-6044, any actions by an agent or employee of UKCMC which Offeror(s) believes, in good faith, violates any ethical, professional or legal standard. A copy of the UK HealthCare compliance plan can be reviewed and further information is available from the UK Chandler Medical Center-Corporate Compliance Program website at:

<https://ukhealthcare.uky.edu/staff/corporate-compliance>

#### **6.46 HIPAA/BAA Amendment and Confidentiality**

Offeror will be required to comply with Health Insurance Portability and Accountability Act of 1996 (HIPAA). University of Kentucky master HIPAA/BAA amendment is attached, as Attachment D and will become an integral part of any agreement.

The contractor shall instruct its employees to use the same degree of care as it uses with its own data to keep confidential any information concerning client and patient data, the business of the University, its financial affairs, relations with students, patients, and employees, as well as any other information which may be specifically classified as confidential by the University in writing to the contractor. All Federal and State regulations and statutes related to confidentiality shall be applicable to the contractor. Specifically, the contractor shall have an appropriate agreement and instructions with its employees to that effect, provided, however that the foregoing will not apply to:

- a) Information which the University has released in writing from being maintained in confidence.
- b) Information which at the time of disclosure is in the public domain by having been printed and published and available to the public in libraries or other public places where such data is usually collected.
- c) Information, which, after disclosure, becomes part of the public domain as defined about, through no act of the contractor.

#### **6.47 Participation in Vendor Fair**

Should the University decide to host a Vendor Fair the successful contractor(s) will be required to participate in the on-campus vendor promotional fair event. Details will be provided if the decision is made to host a fair. The University will provide the space and basic infrastructure for each contractor (table, chairs, etc.). Successful contractor(s) will be required to display their products and services to potential campus department customers including no-charge samples. The maximum length of the event will be no more than four hours. Successful contractor(s) participation in the event shall be at no additional charge to the University.

**6.48 Compliance with Supplier Credentialing – for UK HealthCare areas**

Successful contractor(s) agrees to comply with all policies when working in University HealthCare areas as set forth in Attachment E, entitled “GHX Vendormate Credentialing”.

**6.49 Paper Stock**

In addition to recycled paper specifications, all paper for stationery products must meet the following specifications. During the course of the contract, the use of any equivalent or substitute papers must be approved by the Purchasing Division prior to use by contractor.

**A. Series I & II (Business Cards) paper stock shall be:**

- Mohawk Via Bright White Smooth Cover, 100 lb. cover or approved equivalent.

**B. Series III (Envelopes) shall be:**

- #6 1/4 through #14 Commercial
- #9 Reg. Envelope – White Wove (3 7/8” x 8 7/8”) or approved equivalent
- #10 Reg. Envelope – Fox River, 25% cotton bond, white, Light Cockle, or Atlas 25% cotton bond, white, Light Cockle finish (4 1/8” x 9 1/2” ) or approved equivalent
- #10 Window Envelopes – (Smoky and clear window) or approved equivalent
- #6 3/4” White Wove – Plain and Window (Smokey and clear) or approved equivalent
- #6 3/4” Brown Kraft – Plain and Window (Smokey and clear) or approved equivalent

**C. Series IV Related paper stock shall be:**

- 65# white cover, vellum or smooth finish or panel cards, plus matching Baronial Envelopes or approved equivalent

**D. Series V Letterhead paper stock shall be 8 1/2” x 11”, grain long, either of the following:**

- Atlas 25% Cotton Bond, 24#, white, un-watermarked, recycled, Light Cockle finish
- Fox River 25% Cotton Bond, 20#, white, UK watermarked, recycled, Light Cockle finish

**6.50 Proofs**

Proofs will be required on all business cards, letterhead, envelopes, invitations and all other printed items covered under the resulting price contract(s). Successful contractor must have proof approval in form of an authorized signature or email approval from the end-using department prior to beginning production.

**6.51 Specifications – Business Cards – Series I and II****A. Quantity**

Business cards: minimum of 250 with additional increments of 250

**B. Pages**

Printed one or two sides as listed in Attachment B - Pricing Form, Section I

**C. Final Size**

2 inches X 3-1/2 inches

**D. Presswork**

Standard (smooth printing) printing with inks and sides as listed in Attachment B – Pricing Form, Series I.

**E. Bindery**

All cards are to be cleanly trimmed to 2 inches X 3-1/2 inches.

**F. Packaging**

All orders shall adhere to the following packaging specifications:

- Business cards are to be boxed separately by name in standard business card boxes manufactured specifically for business cards
- All business card packages are to have a sample of the card contained in the box glued or taped to the top of the box.

**6.52 Summary of Required Components**

Listed below is a summary of the RFP components to be included in Offeror's response:

Offeror must provide one (1) electronic copy on compact disk and ten (10) printed copies of each technical proposal under a sealed cover and one (1) electronic copy on compact disk and ten (10) printed copies financial proposals under separate sealed cover as per Section 3.7. The samples portfolio should accompany the technical proposal package.

**Technical Proposal:**

- Signed Authentication of Proposal and Statement of Non-Collusion and Non-Conflict of Interest Form (Section 4.2)
- Transmittal Letter (Section 4.3)
- Executive Summary and Proposal Overview (Section 4.4)
- Criteria 1 - Offeror Qualifications (Section 4.5)
- Criteria 2 - Services Defined (Section 4.6 / 7.0)
- Criteria 4 - Evidence of Successful Performance and Implementation Schedule (Section 4.8)
- Criteria 5 - Other Additional Information (Section 4.9)
- Confirmation of extension of contract to other universities and Kentucky agencies (Section 6.24)
- Samples Portfolio as described in Section 7.1
- Completed and Signed Attachment A Mailing Services
- Completed Attachment C Subcontractor Form
- Completed and Signed Attachment D HIPAA Agreement



- Sample job order form
- Sample invoice used by your company for billing

Financial Proposal:

- Criteria 3 - Financial Proposal (Section 4.7 / 8.0) which includes Attachment B Pricing Form

## 7.0 SCOPE OF SERVICES

### 7.1 Detailed Services Defined

1. Describe your physical facilities and list all the pertinent equipment in use which may be applicable to University printing purchases. Include make, model, and age of all major equipment items along with any special notes or capabilities.
2. Describe fully your capabilities for offset printing.
3. Describe fully your capabilities for digital printing including all equipment, processes, including possibilities for cost savings in lieu of offset printing when opportunity presents itself.
4. Provide a general description of your sources for various types of paper that may be used to service the University's needs. Who serves as your most knowledgeable source of information of paper available from the marketplace?
5. How many employees are dedicated for the various work facets?
6. What are the hours of your operation and number of shifts? If a job for the University requires overtime, how is that matter handled?
7. Does your company charge an expedited fee for "rush" jobs? If yes, explain how this fee is charged.
8. Provide a narrative of the process for a standard offset print job. List the stages and processes your company would follow as you work through the job and how you would engage the University from a customer service perspective. Describe your tracking process.
9. Describe your firm's artwork/design capabilities. Describe examples of graphic designs your firm has created that were exemplary in some manner. Do you subcontract graphic design to other vendors? What processes are involved to ensure a quality end product to the University?
10. Attachment B – Pricing form includes line items for basic and complex graphic design and illustration services. For these services provided by your firm, but through a subcontractor, would you agree to price on a "pass-through" basis with no markup? What creative solutions can you offer for provision of graphic design at the lowest possible price to the University?
11. Describe your sub-contracting structure. If you are a successful awardee, how many sub-contractors would be affiliated with your company to serve the University's needs and covering what facets of work? (Offerors are required to complete Attachment C reflecting the exact listing of subcontractors you may engage along with their services, etc. The answer to this question should be a condensed narrative of your subcontracted services.)
12. Provide details of software programs currently in use in your company and available to serve needs of the University account, including word processing, desktop publishing, graphics, Acrobat, specialized software, etc. List names, platforms and versions.

13. Does your company offer online services for ordering, proofing, estimating, etc. and if so, describe the process. If not online, describe your process.
14. Contract items will be ordered as required to meet departmental needs. Successful contractor(s) must have an electronic or manual job order form and tracking system for use with University order placement. Offerors must include with their submission a sample job order form and a description of their tracking system. The job order form and tracking system must be approved by the University as part of award consideration. The job order form must include, as a minimum, the following information:
- Job order number
  - Department name
  - Complete address
  - Contact/ordering person
  - Delivery time
  - SAP account number(s) of the department (Reference section below regarding reporting requirement. This internal accounting information is used for University reporting purposes only. The SAP account number information is not used for payment purposes.)
  - Description of item(s) ordered
  - Quantity ordered
  - Contract pricing information
15. Does your company offer File Transfer Protocol (FTP) capability? If yes, describe capabilities and the process.
16. Describe your company's capabilities for laser output i.e., highest resolution (DPI) output available, sheet size, color, etc.
17. Provide details of proofing systems available from your company and how are they executed:
- a. Laser proofs
  - b. Match print, high resolution digital, or equivalent
  - c. IRIS, low resolution, or equivalent
  - d. .PDF proofs
  - e. Other
18. Does your company offer capability for variable data printing? If so, fully describe all capabilities and equipment available to provide this service. Based on the University's requirements for mailing services (outlined in Attachment B), provide the process by which you would execute variable data printing if requested.
19. How does your company handle printing requests that may involve security or other controlled elements, for example, a printing purchase equivalent to prescription pads? What is your process ensuring the person placing the request is authorized, how is delivery executed to ensure the items are delivered to authorized parties only, etc.?
20. How does your company manage discounts on the rates provided herein for large projects (i.e., recruitment, development pieces, "families" of publications, etc.)?

21. Describe the turnaround times for the following processes or types of jobs (in working days).
- a. Estimates
  - b. Business cards
  - c. Letterhead
  - d. 1-2-3 color jobs, Offset - from proof approval
  - e. 4-5-6 color jobs, Offset - from proof approval
  - f. 7-8 color jobs, Offset - from proof approval
  - g. 1-2-3 color jobs, Digital - from proof approval
  - h. 4-5-6 color jobs, Digital - from proof approval
  - i. 7-8 color jobs, Digital - from proof approval
22. Describe how printing technologies or best practices available through your facilities could result in potential savings to the University for its printing needs.
23. What factors differentiate your firm from others offering similar products/services?
24. Samples Portfolio – Offerors must supply a portfolio of sample items to accompany their proposal. Samples are to be at no charge to the University and are non-returnable. Only the samples listed below are to be included within the portfolio. The samples must be organized and enclosed in protective sheet covers within a 3-ring binder or other similar physical case. The case must be identified with the Offeror's name, RFP number, and RFP title. Each sample must have a sticker on it reflecting the company's name and must be labeled as per below to its correlated line item from Attachment B. Offerors are not to send loose samples. Failure to comply with the requirements for samples may result in rejection of proposal response.
- a. Series I Business Card – Standard, Non-Thermography, item A, 5 each
  - b. Series I Business Card – Standard, Non-Thermography, item B, 5 each
  - c. Series I Business Card – Standard, Non-Thermography, item C, 5 each
  - d. Series I Business Card – Standard, Non-Thermography, item D, 5 each
  - e. Series II Envelopes – Include 1 sample from each of the types and sizes shown within the section (16 total samples; samples must be 3-color minimum)
  - f. Series III – Invitations, Note Cards, etc. – include 3 samples from each Sections A through C (9 total pieces, samples must be 3-color minimum)
  - g. Series IV – Letterhead – include 3 samples of the Atlas product and 3 samples of Fox River product. The Fox River samples are not required to have the UK watermark. Samples must be at least 2-color minimum.

## 7.2 Optional Services

Offers may provide in narrative form any additional optional service(s) offered by their firm which may be of use or relate to this RFP. Pricing for such services must be included in Financial Proposal as per Section 8.2. The University shall, in its sole discretion, make the determination as to whether the optional service(s) will be undertaken. Please provide a description of services, standard hourly rate and discounted rate that would be extended to the University for a contract. Include video production work, event coordination, photography, etc.

## **8.0 FINANCIAL OFFER SUMMARY**

Offerors are to provide a fixed price for the services offered.

### **8.1 Mandatory Services (Section 7.1)**

Offerors must access and complete Attachment B – Pricing Form for this Request for Proposals. The attachment is an Excel file and can be accessed from the Purchasing Division website at: <http://www.uky.edu/Purchasing/bidlist.htm>. The form must be completed electronically within Excel. Offerors should enter numbers only in worksheet cells. Do not enter text. A grand total will formulate at the bottom of the attachment. The completed Attachment B – Pricing Form must be printed and included within the Financial Proposal. Ensure the Grand Total is reflected at the bottom of your printout.

### **8.2 Optional Services (Section 7.2)**

Offerors must provide a bid on the optional services detailed in Section 7.2. The University shall, at its sole discretion, make the determination as to whether the optional service will be undertaken.

### **8.3 Alternate Pricing**

In addition to the above financial offer, the offeror may submit alternative financial proposals, however the information requested above must be supplied and will be used for proposal evaluation purposes.

#### **Additional Financial Commitment**

In addition to the financial offers, please propose a financial commitment to assist the University. Options may include a signing bonus, scholarships, internships, commitment to hire University Graduates or a (%) percentage rebate.