

REQUEST FOR BIDS

October 18, 2016



STOCKBRIDGE-MUNSEE COMMUNITY
N8705 MOH HE CON NUCK ROAD
PO BOX 70
BOWLER, WI 54416

REQUEST FOR PROPOSAL

I. INTRODUCTION

The Stockbridge-Munsee Community (SMC), a federally-recognized Indian tribe, is seeking proposals from qualified firms or individuals to provide printing services of our *bi-monthly* newspaper for a contract period of 3 years.

II. SCHEDULE

Sealed proposals **will be received until November 4, 2016 at 4pm CDT.** All proposals must be submitted to:

Jerilyn Johnson, Tribal Secretary
Sealed Bid-Printing Services
Stockbridge-Munsee Community
N8476 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416

SMC anticipates that a successful bidder will be selected, by the Tribal Council, on or about December 6, 2016.

II. DELIVERABLES AND SPECIFICATIONS

The Mohican News is a bi-monthly newspaper published by the Stockbridge-Munsee Community for its members and local communities. The selected vendor must work with SMC Editorial Staff to print and distribute the Mohican News on or around the 1st and 15th days of the month. Qualified vendors shall be responsible for the following duties and services:

- ◇ Printing, assemble and deliver 3100 copies per month
- ◇ Paper size – Tabloid
- ◇ Newsprint 35 # type
- ◇ Sixteen (16) pages per issue
- ◇ Four (4) color pages per issue
- ◇ Must be capable of receiving electronic submission of PDF files
- ◇ Must direct mail approximately 1,270 copies per issue to customers of the Stockbridge-Munsee Community

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- ◇ Must ship approximately 280 copies per issue to the SMC Communications Department located in Bowler, WI

V. STANDARDS AND QUALIFICATIONS

No specific licensing is required of bidders, however applicants will be expected to have and provide knowledge and experience of working with producing, planning and providing publishing and printing experience and/or providing

VI. PROPOSAL REQUIREMENTS

At a minimum, proposals must contain the following information. A proposal that does not contain this information shall be deemed non-responsible and is subject to rejection.

- ◇ Identify the bidder's qualifications to provide the services.
- ◇ Identify experience with previous Publishing/Printing jobs.
- ◇ Describe how bidder intends to provide these services.
- ◇ Identify the timeline for providing the services.
- ◇ Identify fee for these services and, if any reimbursable expenses, specify what such costs will be in detail.
- ◇ Identify key personnel and the areas of responsibility, including the Owner's contact.
- ◇ Provide at least 1 reference.
- ◇ Identify any deviations from this RFP.
- ◇ Sample of work

Written questions concerning this RFP, shall be forwarded by email, to the SMC Purchasing Manager at tara.moderson@mohican-nsn.gov

VII. ADDITIONAL INFORMATION

The successful bidder will be selected in accordance with tribal bid policies, as applicable. This RFP does not commit the SMC to award a contract or pay any costs associated with the preparation and presentation

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of a proposal.

The SMC reserves the right to accept or reject any and/or all responses to this RFP.

The SMC, being a federally recognized Indian Tribe, is eligible for GSA contract pricing and through a joint venture with the State of Wisconsin, is eligible for pricing as negotiated by the State and its Procurement Agencies (AKA: State Procurement Contracts)

The SMC is exempt from paying State taxes and upon selection a completed tax exempt form will be submitted to the successful bidder.