



RICE UNIVERSITY

**Request for Proposal #: 2022-12-001 Printing Services**

Date of Issue: December 19, 2022

Proposal Submission Deadline: January 26, 2023

## **Table of Contents**

### **1.0 About Rice University**

### **2.0 Introduction**

### **3.0 General Information**

- 3.1 Request for Proposal Document
- 3.2 Notice Regarding RFP Terms and Conditions
- 3.3 RFP Schedule
- 3.4 Proposal Questions
- 3.5 Proposal Submittal
- 3.6 Key Contacts

### **4.0 Scope of Work**

### **5.0 Requirements**

- 5.1 Proposal Contents

### **6.0 Method of Award and Evaluation**

- 6.1 Method of Award
- 6.2 Evaluation Criteria

### **7.0 Contract Form and Term**

## **1.0 About Rice University**

William Marsh Rice University, commonly referred to as Rice University, is a non-profit private research university located on a 300-acre campus in Houston, Texas. The university is situated near the Houston Museum District and adjacent to the Texas Medical Center. The university enrolls 3,800+ undergraduate students, 2,800+ graduate students (~6,500 total student population), ~2,900 faculty and staff for a total campus population of ~10,000 (including campus visitors/contractors).

Opened in 1912, Rice is a preeminent research university with a distinct undergraduate focus. Its educational distinction is demonstrated by a relatively small student body and 6:1 student-faculty ratio, among the lowest in the top American universities including the Ivy League. A member of the Association of American Universities (AAU), Rice has a very high level of research activity with \$155.776 million in sponsored research funding in the 2020-2021 fiscal year.

We employ all types and levels of staff positions – from custodians to investment professionals to executives. Rice is a self-sufficient community with its own power plant, police department and fleet of buses. With a booming Houston economy, it has become increasingly important for us to create and implement systems and programs that will enable us to attract, retain, motivate and engage the best and the brightest to lead Rice University in its second century.

## **2.0 Introduction**

Rice University and the Jones Graduate School of Business seek proposals from interested qualified vendors to perform a variety of printing services per (Scope of Work) on this RFP (Request for Proposals) document. The selected vendors would provide quick, professional, and cost-effective printing services for the university. Our main goal for this RFP is to continue to aim for excellence through customer service and quality. We are committed to providing effective and efficient printing services to all faculty, staff, and affiliated departments of the entire Rice community.

The Jones Graduate School of Business is looking for a vendor partnership to supplement its existing Copy Center services and to serve as a primary backup service provider in the event of downtime due to equipment failure, increase in demand, and/or Document Center staff absence.

Rice's Business School currently manages print services for the Rice community. The selected vendor will be contracted to supplement the productivity of the campus Copy Center.

RFP documents are found in Rice University's Solicitation Opportunities website at <https://buy.rice.edu/solicitation-opportunities>. Respondents must periodically review the site for potential amendments, regular updates to the RFP timeline, and other related information.

## **3.0 General Information**

### **3.1 Request for Proposal Document**

The RFP is comprised of the base RFP document, any attachments, and any addenda released before the Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions.

RFP documents are found in Rice University's Solicitation Opportunities website at <https://buy.rice.edu/solicitation-opportunities>. Respondents must periodically review the site for potential amendments, regular updates to the RFP timeline, and other related information.

### **3.2 Notice Regarding RFP Terms and Conditions.**

It shall be the Respondent's responsibility to read the instructions, Rice University's terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP, and comply with all requirements and specifications herein. Respondents also are responsible for obtaining and complying with all addenda and other changes

that may be issued in connection with this RFP.

If Respondents have questions, issues, or exceptions regarding any term, condition, or other sections within this RFP, those must be submitted as questions in accordance with the instructions in Section 3.4 PROPOSAL QUESTIONS. If Rice University determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. Rice University may also elect to leave open the possibility for later negotiation and amendment of specific provisions of the Contract that have been addressed during the question and answer period. Other than through this process, Rice University rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with the Respondents' proposal. It will apply to any language appearing in or attached to the document as part of the Respondents' proposal that implies to vary any terms and conditions or Respondents' instructions herein or to render the proposal non-binding or subject to further negotiation. The Respondents' proposal shall constitute a firm offer. The Respondent agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect and will be disregarded by execution and delivery of this RFP Response. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to deem Respondents' proposal as nonresponsive.

**3.3 RFP Schedule**

The table below shows the intended schedule for this RFP. Rice University will make every effort to adhere to this schedule.

Event	Date
Date of Notice (RFP Issued)	Monday, December 19, 2022
Notification of intent to respond or refusal	Wednesday, January 4, 2023
Closing Date for Receipt of Written Questions	Monday, January 16, 2023
Issue Addendum (Response to Submitted Questions)	Friday, January 20, 2023, at 5pm
Closing Date for Receipt of Proposals	Thursday, January 26, 2023
Optional Finalists Demos/Presentations (Tentative)	TBD
Anticipated Award Notice (Tentative)	Friday, February 3, 2023

**3.4 Proposal Questions**

Upon reviewing the RFP documents, Respondents may have questions to clarify or interpret the RFP to submit the best proposal possible. Respondents shall submit any such questions by the above due date. Written questions shall be emailed to [jgsprocurement@rice.edu](mailto:jgsprocurement@rice.edu) by the date and time specified above. Questions submittals should include a reference to the applicable RFP section. The university's response to questions received before the submission deadline, and any additional terms deemed necessary by the university will be posted in the form of an addendum. No information, instruction, or advice provided orally or informally by any Rice University personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding.

**3.5 Proposal Submittal**

All proposals shall be electronically submitted via email and adequately identified with the RFP# and Title. Proposals shall be emailed to [jgsprocurement@rice.edu](mailto:jgsprocurement@rice.edu). It is the Respondents' responsibility to ensure the proposal is received on time.

IMPORTANT NOTE: This RFP has been posted on the Rice University, Division of Procurement site. The University shall only accept electronic responses sent via email and shall consider all other responses as Non-Responsive and will not consider them. Disregard anything written to the contrary in this RFP. All risk of late arrival due to unanticipated delay is entirely on the Respondent. All Respondents are urged to take the possibility of delay into account when submitting a proposal. Attempts to submit a proposal via facsimile (FAX) machine, telephone U.S. Mail or any other delivery service, in response to this RFP shall NOT be accepted. The link to the site is as follows: <https://controller.rice.edu/solicitations>. Submission of proposals indicates acceptance of all conditions contained in this RFP.

**3.6 Key Contacts**

All questions concerning this RFP must be submitted in writing via email to the Jones Graduate School of Business, at [jgsprocurement@rice.edu](mailto:jgsprocurement@rice.edu).

## 4.0 Scope of Work

Vendors awarded at the end of the RFP process must have the following printing capabilities and services.

- A. Services must be provided and presented at a professional level standard.
  - Production of printed materials
  - Assortment of printing stock options
  - Business Cards
  - Labels
  - Envelopes (multi-size printing)
  - Bulk Printing (B/W & Color)
  - Brochures, flyers/posters, presentations, cards, and other items
  - Booklet Maker (Saddle-stitch booklet)
  - Coil-binding
  - Folding
  - Stapling & hole punching
  - Lamination
  - Trimming
  - Mechanism to receive and track orders online and provide monthly financial reports.
- B. Selected vendors should be to accommodate last-minute project requests and deliveries. They must be able to fully communicate the status of project requests and any issues and concerns by phone or email to the appropriate parties. Completion of work should be provided electronically to the right parties for record-keeping. For example, this could be a final PDF of a flyer or a business card.
- C. Each request should be handled in accordance with the agreed contract terms and individual project scope. This includes estimates, associated costs, and a timeline for completion.
- D. Vendors should provide one to two direct contacts.
- E. Rice University reserves the right to select more than one vendor to provide services.
- F. The vendors are expected to follow the general guidelines:
  - Maintain confidentiality for all University related requests.
  - Notify the Rice University designated contact immediately regarding any issues related to new or pending requests, or if there were company changes that you would need to make us aware of.

## 5.0 Requirements

### 5.1 Proposal Contents

Proposals should be prepared simply, providing a straightforward description of your ability to satisfy the RFP requirements. Attach all additional information or material, not required of the RFP, to the end of your proposal and label it as additional information. Proposals that are not organized, as described below, may be eliminated from consideration. Proposals should include the following sections:

- General Requirement Overview

- Company Information
- Pricing Sheet
- Provide all financial information in this section. This includes one-time, fixed, recurring, ongoing, optional, usage-based, etc.
- You should also list any cost that may be part of the solution, but not specified in the requirements.

## **6.0 Method of Award and Evaluation**

### **6.1 Method of Award**

Vendors must clearly demonstrate the minimum qualifications for their RFP to be considered. Selection will be based on pricing and services offered.

This contract's extension will be contingent on an evaluation of the services provided during the initial contract period.

#### **Minimum Qualifications**

- Meet the minimum requirements.
- Examples of products and services offered.
- Additional offerings that may be valuable to the university.
- Ability to offer educational pricing.
- **References**
  - List of clients you worked with in the last 5 years, especially those like our organization. Include services provided and contact information, if applicable.
- **Sample Work**
  - Sample work may be requested at any point during the RFP process. Vendors should be prepared to provide examples of work when requested.

#### **Proposal Submission Introduction**

- Provide your legal business name, address, phone number, website URL, etc.
- Provide the person(s) who are authorized to represent your business and negotiations with respect to the RFP and any awarded agreement. Include names, titles, phone numbers and email addresses.
- Provide a statement about why your company would like to be awarded this agreement.

#### **Proposed Pricing List**

- Provide a pricing list with a breakdown of offered services along with all associated costs.
- All proposed pricing submitted with the RFP must be valid from the date of submission through the end of the contract period.
- The pricing list should also include any incidental fees charged such as delivery fees, etc.

## 6.2 Evaluation Criteria

Criteria	Weight
<p><b>Professionalism</b></p> <p>Proposer demonstrated professionalism in the response to the RFP, such as: RFP presentation, well-written summary of the key features of the RFP, etc.</p>	15
<p><b>Proposed Scope of Services Description</b></p> <p>Vendor demonstrates an understanding of services required by Rice University. Vendor meets all requirements for printing services needed.</p>	30
<p><b>Qualifications and Experience</b></p> <p>The vendor demonstrates expertise in printing services based on sample work provided as part of this RFP. The vendor also demonstrates the ability to meet deadlines based on an agreed timeframe and accommodate last-minute requests. Vendor’s ability to provide favorable references.</p>	25
<p><b>Value of Cost</b></p> <p>The evaluation of all costs and value will be based on the submission of proposed services. Rice University expects the proposal to include details of all associated costs based on the RFPs scope of work.</p>	30
	100

## 7.0 Contract Form and Term

The preferred form of the contract between Rice University and the Successful Respondent(s) is the Rice Professional Services Agreement.

This contract shall be binding on both parties for a one (1) year period beginning on the contract award date. The University shall have the option of extending the contract for four (4) additional one (1) year terms. The University shall give the Successful Respondent(s) written notice of its intent to renew no less than ninety (90) calendar days before the expiration. If the University elects to continue, the terms of said renewal shall be specified in writing as part of the written notice. The Successful Respondent(s) shall respond within thirty (30) calendar days of this notice with any exceptions or changes to the original contract terms. All exceptions shall be negotiated between the University and the Successful Respondent(s) during the notice period's remaining sixty (60) calendar days. If there are no exceptions taken or, upon a mutual agreement of the parties concerning renewal terms, the Successful Respondent(s) shall sign the renewal notice and send it back to the University. This contract's full term, including all renewals, shall not exceed five (5) years.

Respondents may submit for legal review (a) its proposed contract by which the University will retain the Successful Respondent(s)'s services and (b) any other applicable agreement that the Organization will require the University to sign. The University's terms and conditions

should either be built into or be incorporated by reference in the contract(s) that the Successful Respondent(s) proposes in its terms and conditions proposal. The University will consider exceptions taken by respondents to certain of these provisions. Still, respondents are cautioned that the University has limited ability and willingness to modify these standard University provisions. The University will compare and contrast the terms and conditions proposals submitted by qualified Respondents while evaluating the cost proposals. After this evaluation, the University may elect to award the contract to the Respondent whose aggregate proposal the University determines to be most advantageous to the University. The University may enter into contract negotiations with one or more Qualified Vendors to reach mutually agreeable contract terms and conditions if the University is not satisfied with the terms and conditions proposed by the applicable Respondent(s). The University is not obligated to negotiate with all qualified Respondents. The University reserves the right to eliminate any Respondent from further consideration that submits a cost proposal or proposes terms and conditions that are not advantageous to the University.