

UMBC CREATIVE SERVICES PRINTING

INVITATION FOR BID
SOLICITATION – #BC-21354-C
PRE-PROPOSAL MEETING

November 27, 2023

Solicitation #IFB-21354-C

SIGN-IN / ROLL CALL



HOUSEKEEPING

Solicitation #IFB-21354-C

SOLICITATION SCHEDULE



Solicitation Schedule

EVENT/ACTIVITY	DAY/DATE	COMMENTS
Deadlines for Questions	Thursday, November 30, 2023 at 3:00 pm	Submit using the link on pages 4 or 10
Responses to Questions	Monday, December 4, 2023	Issued via addendum
Sample Submission	Monday, December 11, 2023, on or before 4:30 p.m.	Department of Procurement & Strategic Sourcing Administration 732 1000 Hilltop Circle Baltimore, MD 21250
Technical Proposal	Monday, December 11, 2023, on or before 11:59 p.m.	Submitted to the Issuing Office via UMBC Box here: Technic.54mpn0j0f8bddvo6@u.box.com . Ensure that automatic confirmation of upload is received.
Price Proposal	Monday, December 11, 2023, on or before 11:59 p.m.	Price proposals to be submitted via UMBC Box here: Price_P.km9a7iyif9c3x4lf@u.box.com
Contract start date		Anticipated to be January 1, 2024

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SCOPE OF WORK

Scope of Work

- Selected Contractor to provide for the printing of various media including but not limited to postcards, flyers, brochures, business reply cards, envelopes, folders, applications, calendars, booklets, promotional items and mail services in conjunction with the Creative Services Department
- The proposer must be of demonstrable “premium” or “showcase” standards, involving the highest quality materials, reproduction quality, production methods and workmanship. Finishing is held to the highest standards of accuracy, durability and appearance

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INSTRUCTIONS, SUBMISSIONS, EVALUATION, AND DECISION

Instructions to Proposers

- UMBC intends to make multiple awards
- This is an IDIQ contract, UMBC does not guarantee any minimum dollar amount to any awardee as a result of this contract
- The contract term will be for 3 years; it may be renewed for 5 one-year terms at UMBC's discretion
- UMBC requires that offerors have at least 3 years experience

Instructions to Proposers

- Questions must be submitted using the “Solicitation Questions” link in the proposal (see page 4 and page 10).
- Only questions received by Thursday, November 30 at 3:00 pm will be answered in an addendum.
- The final addendum is anticipated to be provided to all offerors on or around Monday, December 4, at UMBC’s discretion.

Solicitation Number *

Supplier Name *

Supplier Contact Name *

Supplier Contact Email *

Questions

Enter your question(s) into the box below or upload a file with your questions.

Question(s)

Instructions to Proposers

- Late proposals (technical or price) cannot be accepted
- Proposals must be delivered to UMBC's Procurement Office via Box. Proposers should receive an automatically generated verification from Box when the file has successfully uploaded

Note: If a proposer does not receive this verification, contact the Issuing Office immediately.

SUBMITTAL

- This is a multi-step solicitation, meaning you will need to provide:
 - Samples
 - Technical proposal response
 - Price proposal response
- Samples must be delivered to UMBC building Administration per the solicitation document (page 10)

SUBMITTAL

- Technical and price proposals must be submitted to the Box email address provided on page 4
 - Include attachments
 - Acceptance of terms and conditions (page 54)
 - UMBC will NOT accept the supplier's contract or terms and conditions
- The Price proposal must include all of the items that are being bid on, as indicated in Attachment B, the Bid Price Form

EVALUATION

- **Samples:** Samples will be evaluated by an evaluation committee and determined to be “acceptable” or “not acceptable”
- **Technical:** The evaluation committee will also review the technical proposal response submitted by all bidders.
- **Price:** Bidders whose samples and technical proposals have been determined to be “acceptable” will have their Bid Price Form opened. Bid prices will be ranked from most advantageous to least advantageous.

DECISIONS

- Awards will be made to those firms whose samples and technical proposals are acceptable, and whose prices are advantageous to UMBC
- We reserve the right to award by item or group of items if it is in the best interest of UMBC to do so
- Unsuccessful offerors may request a debrief by contacting the Procurement Officer at the conclusion of the solicitation process

MBE

- There is a Minority Business Enterprise Goal of 15%; there are no sub-goals for this procurement.
- This is a GOAL not a requirement; firms that are unable to meet the goal or who can partially meet the goal are still able to submit a response.
- Firms who are certified MBE may also self-perform.
- MBE firms must be certified by the Maryland State Department of Transportation (MDOT). A link to the MDOT database is provided in the solicitation on page 14. Only firms listed on this website may be used to meet the MBE goals.
- Offerors who will meet the goals must complete the MBE Utilization and Fair Solicitation Affidavit and MBE Schedule Parts 1, 2 and 3.

MBE

- Offerors who will meet PART of the goal, and who will request a waiver for the remainder of the goal, will need to complete the MBE Utilization and Fair Solicitation Affidavit and MBE Schedule Parts 1, 2 and 3 AND complete the MBE Subcontractor Waiver Request.
- Offerors who are UNABLE to meet the goal will need to complete the MBE Utilization and Fair Solicitation Affidavit and MBE Schedule Parts 1, and 3 AND complete the MBE Subcontractor Waiver Request.
- For offerors who meet or partially meet the goal, you will also need to provide the Certified MBE Participation Certification form AFTER notice of award.
- UMBC also requests quarterly reports on MBE payments on a quarterly basis during the contract term.

