

PRINTING RFP

MHBE BOARD MEETING
APRIL 15, 2019

Raelene Glasgow, Procurement Officer
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PROCUREMENT PROCESS

1. PRE-RFP ISSUANCE	RFP DEVELOPMENT 4/16 TO 5/8/19
2. RFP ISSUANCE & POST RFP ISSUANCE	RFP ISSUED 5/9
3. BID & PROPOSAL EVALUATION PROCESS	BIDS RECEIVED 5/30 EVALUATION PROCESS 5/30-6/13
4. BOARD PRE-APPROVAL PROCESS	6/17 BOARD MEETING
5. BOARD APPROVAL	7/15 BOARD MEETING

Printing and delivery of items to support outreach and enrollment, which may include:

Letterhead

Signage

Brochures

Envelopes

Fliers (fact sheets, maps, etc.)

Posters

Bookmarks

Table tents

Brochures

CONTRACT

Firm Fixed Price Not to Exceed (NTE) \$120,000

One Option Year NTE \$120,000

TOTAL NTE \$240,000

Option Year 1 for the period commencing July 1, 2019, and ending
June 30, 2020