

MHBE Board Meeting

July 15, 2019

Printing Services RFP Approval

Presented by:

Anthony Armiger, CFO

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Web Strategies

Background

MHBE advertised for a Request for Proposal (RFP) for Printing Services on May 15, 2019, and closed on June 13, 2019, for a total of 29 days.

- Five printing firms responded to the RFP: Art & Negative Graphics in Lanham, MD; CC Press in Baltimore, MD; Contemporary Graphics Solutions in Camden, NJ; Alpha Graphics Inc. in Baltimore, MD; and Stephenson Printing, Inc., in Alexandria, VA.
- Contemporary Graphics and Stephenson Printing did not qualify, because they are located outside the 50-mile radius requested in the RFP.

MHBE issued an RFP for Printing Services to provide the following:

- Letterheads
- Signage
- Brochures
- Envelopes
- Fliers (fact sheets, maps, etc.)
- Posters
- Bookmarks
- Table Tents

RFP Details

May 15	Issue Date
June 13	Closing Date: Three qualifying proposals were received <ul style="list-style-type: none">- Art & Negative Graphics- Alpha Graphics, Inc.- Uptown Press, Inc.
June 21	Technical Evaluation
July 1	Financial Evaluation
July 1	Request for Best and Final Offer (BAFO) issued
July 5	BAFO response received and reviewed; final review and recommendation
July 15	Printing Services award recommendation to the Board

Award Recommendation

The evaluation committee recommends awarding the Printing Services contract to incumbent Uptown Press, Inc.

- This vendor produced a strong technical proposal that demonstrated a deep and vast understanding and knowledge of what is required by MHBE's marketing department.
- The firm's impact in the Maryland community is very strong; most of their efforts are concentrated in the Baltimore area.
- Uptown Press, Inc., provided the strongest details on the timeline for work production, staffing plan, problem escalation plan. The company has maintained their clients for decades; the business capabilities were well detailed, as was the proposed work plan. Uptown Press covered every required area of the RFP and provided a variety of impressive samples.
- Uptown Press, Inc., fully met and exceeded all technical delivery expectations.
- Financial and technical proposals demonstrated to the evaluation panel the ability to provide the state the best value for the services requested.

Request to Approve the Contract

MOTION: MHBE requests the Board's approval to execute the contract and award Uptown Press, Inc., the contract for a one-year Not-to-Exceed base amount of \$120,000.00, with a one-year optional renewal, for a total of Not-to-Exceed amount of \$240,000.00.

Base Term – July 22, 2019 – June 30, 2020 - \$120,000.00

Option Year 1 – July 1, 2020 – June 30, 2021 - \$120,000.00